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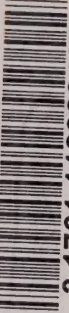
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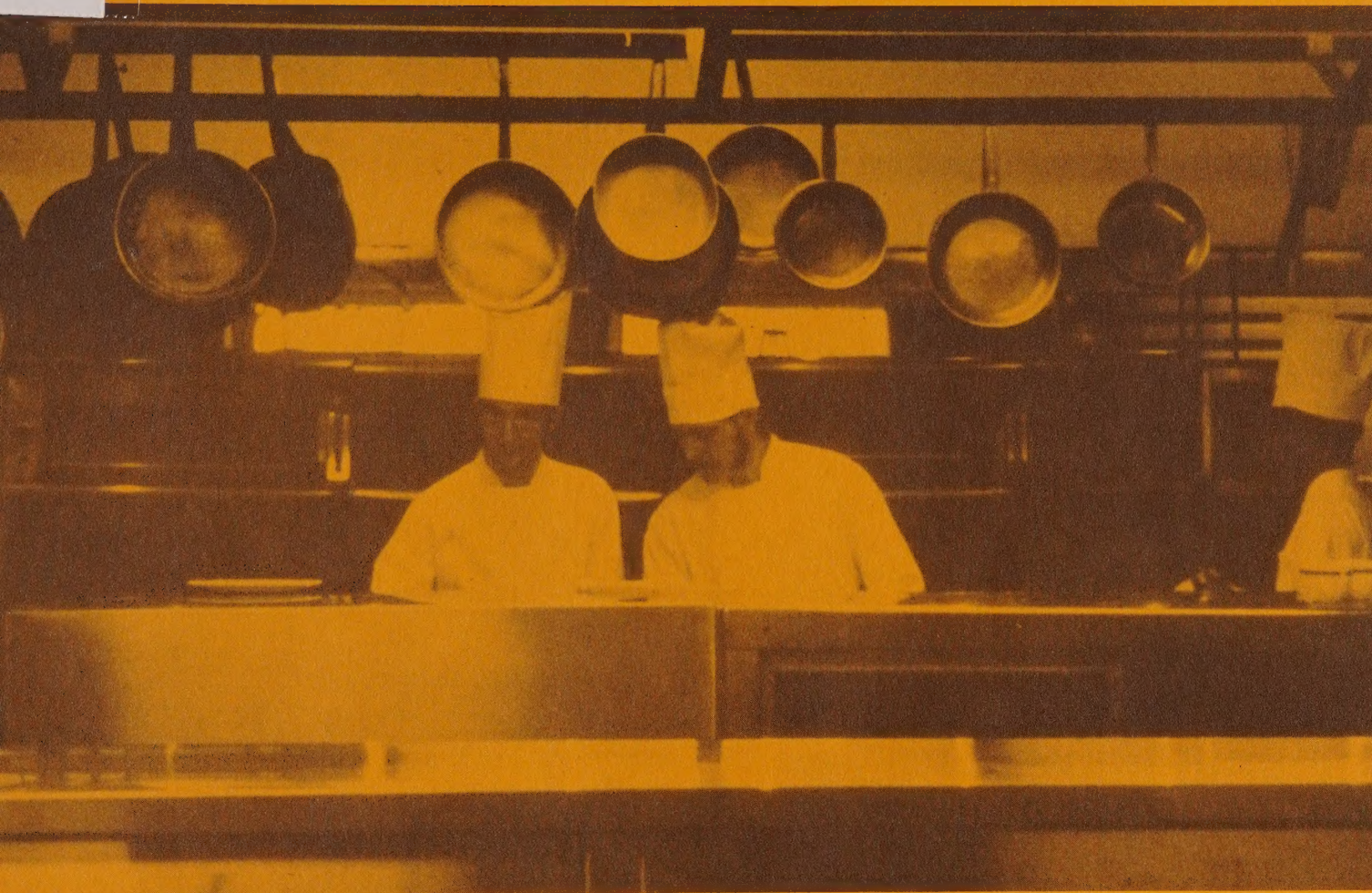
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# COOK

APPRENTICESHIP TRAINING  
SPECIFICATION No. 415A



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Branch

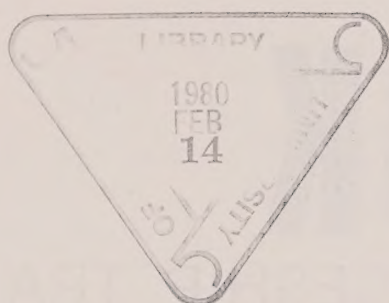




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# COOK

APPRENTICESHIP TRAINING  
SPECIFICATION No. 415A



## COOK

### FOREWORD

This Training Specification was designed to assist the instructional staffs of the Colleges of Applied Arts and Technology in the implementation of the In-school phase of the COOK Apprenticeship program (Ref. Part III). This document is also recommended to the apprentice's employer as a guideline for the on-the-job phase of the apprenticeship (Ref. Part IV).

Amendments will be issued by the Manpower Training Branch as required to ensure that the program continues to reflect the current needs and technological advances in the trade. In this respect, comments and suggestions for change will be most welcome.

Enquiries in regard to this publication should be addressed to:

The Director,  
Program Resources Branch,  
Ministry of Colleges & Universities,  
Mowat Block,  
900 Bay Street,  
Toronto, Ontario





# APPRENTICESHIP TRAINING SPECIFICATION

## COOK

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I N T R O D U C T I O N   T O   T H E

# **COOK** **TRADE**

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**PART I**

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**Spec. 415A**





Government  
of Ontario

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# **The Apprenticeship and Tradesmen's Qualification Act**

Revised Statutes of Ontario, 1970

Chapter 24

as amended by

1971, Chapter 50, s. 7; 1971, Chapter 98, s. 4,  
Sched., par. 2; 1972, Chapter 1, s. 13 and  
1972, Chapter 113

May 1975





## CHAPTER 24

### The Apprenticeship and Tradesmen's Qualification Act

**1.** In this Act,

Interpre-  
tation

- (a) "apprentice" means a person who is at least sixteen years of age and who has entered into a contract under which he is to receive, from or through his employer, training and instruction in a trade;
- (aa) "certified trade" means a trade designated as a certified trade under section 10;
- (b) "Director" means the Director of Apprenticeship;
- (c) "employer" includes the Crown and any other public authority, the Ontario Apprenticeship Institute and any local apprenticeship committee;
- (ca) "licence" means a licence under this Act and the regulations to operate a trade school and "licensee" means the holder of a licence;
- (d) "Minister" means the Minister of Colleges and Universities;
- (e) "regulations" means the regulations made under this Act. R.S.O. 1970, c. 24, s. 1; 1971, c. 50, s. 7 (1); 1972, c. 1, s. 13 (1).

**2.—(1)** There shall be appointed a Director of Apprenticeship and such other officers, clerks and servants as are considered expedient for the purposes of this Act. Director  
and staff

(2) Subject to the approval of the Minister, the Director may appoint one or more examiners to assist in the conduct of examinations prescribed for any trade, and such examiners, upon the direction of the Lieutenant Governor in Council, may be paid their travelling expenses and a *per diem* allowance for their services out of such moneys as are appropriated therefor by the Legislature. R.S.O. 1970, c. 24, s. 2. Examiners

Provincial  
advisory  
committees,  
appointment

**3.—(1)** The Minister may appoint a provincial advisory committee in any trade or group of trades to advise him in matters relating to the establishment and operation of apprentice training programs and tradesmen's qualifications. R.S.O. 1970, c. 24, s. 3 (1).

composition

(2) Every provincial advisory committee shall consist of not fewer than five members made up of equal numbers of representatives of employers and of employees and the Director or such other officer of the Ministry of Colleges and Universities as may be designated by him. R.S.O. 1970, c. 24, s. 3 (2); 1972, c. 1, s. 13 (2).

term of  
office of  
appointed  
members

(3) The representatives of employers and employees on a provincial advisory committee shall be appointed for terms of one, two or three years, and having served a term shall not be reappointed for at least two years.

vacancies

(4) When a vacancy occurs on a provincial advisory committee during a term of office, the Minister may fill the vacancy for the unexpired portion of the term.

travelling  
expenses,  
allowances,  
etc.

(5) The Lieutenant Governor in Council may direct payment, out of such moneys as are appropriated therefor by the Legislature, of the travelling expenses of the members of provincial advisory committees and a *per diem* allowance for the time spent by such members in attending meetings, and of any expenses properly incurred by such a committee in carrying out its duties. R.S.O. 1970, c. 24, s. 3 (3-5).

Local  
apprentice-  
ship  
committees

**4.** The Director may appoint local apprenticeship committees composed of such persons as he considers appropriate for any area of Ontario to advise and assist him in matters relating to apprenticeship or tradesmen's qualifications in the area. R.S.O. 1970, c. 24, s. 4.

Agreements  
respecting  
manpower  
training

**5.** With the approval of the Lieutenant Governor in Council, the Minister may enter into one or more agreements with the Minister of Labour of Canada respecting apprentice or manpower training. R.S.O. 1970, c. 24, s. 5.

Duties of  
Director

**6.** Subject to the supervision and control of the Minister, it is the duty of the Director to administer and enforce this Act, and, without limiting the generality of the foregoing, for the purposes of this Act,

- (a) to collaborate with persons and organizations in the determination of training requirements in any trade;



- (b) to undertake or collaborate in studies or investigations of any trade and of the requirements for the supply and training of persons therefor;
- (c) to publicize and promote apprenticeship as a method of training in any trade;
- (d) to plan and carry out programs of apprenticeship in any trade; and
- (e) generally to perform such other duties as are assigned to him by the Minister for the carrying out of this Act. R.S.O. 1970, c. 24, s. 6.

**7.**—(1) For the purpose of carrying out this Act, the Director, or any person authorized by the Minister in writing, may, <sup>Powers of Director</sup>

- (a) inspect, upon production of his authorization under this subsection, the premises, equipment and training facilities of an employer;
- (b) inspect and examine all books, payrolls and other records of an employer that in any way relate to the wages, hours of labour or conditions of employment of any person;
- (c) take extracts from or make copies of any entry in such books, payrolls and records;
- (d) require an employer to make full disclosure and production of all records, documents, statements, writings, books, papers, extracts therefrom or copies thereof that the employer may have in his possession or control, or other information, either oral or in writing and either verified by oath or otherwise, that in any way relate to the wages, hours or labour or conditions of employment of persons employed by him. R.S.O. 1970, c. 24, s. 7 (1); 1971, c. 50, s. 7 (2, 3).

(2) Notwithstanding any of the provisions of this Act or the regulations, the Director may register any person as an apprentice, or grant a certificate of apprenticeship, a certificate of qualification or a certificate of proficiency to any person, who, in the opinion of the Director, is unable by reason of physical incapacity or other circumstances to take or complete the prescribed course of study or training in a trade or apprentice training program. R.S.O. 1970, c. 24, s. 7 (2). <sup>Idem, special circumstances</sup>

**7a.**—(1) Subject to subsection 2, the Director, or any person authorized by the Minister in writing, may cancel for cause a contract of apprenticeship. <sup>Cancellation of contract</sup>

Notice of  
proposal to  
cancel,  
right to  
hearing

(2) Where the Director, or any person authorized under subsection 1, proposes to cancel for cause a contract of apprenticeship under subsection 1, he shall serve notice of his proposal, together with written reasons therefor, on each party to the contract informing him that he has a right to a hearing by a judge if he applies therefor within fifteen days after service of such notice, and a party to the contract may within such time apply for a hearing to the judge of the county or district court of the county or district where the apprentice who is a party to the contract resides.

Powers of  
Director  
where no  
hearing

(3) Where none of the parties to a contract to which a notice under subsection 2 relates applies to a judge for a hearing within fifteen days after service of such notice, the Director or person authorized under subsection 1 may forthwith cancel the contract.

Powers of  
judge  
where  
hearing

(4) Where a party to a contract to which a notice under subsection 2 relates applies to a judge for a hearing within fifteen days after service of such notice, the judge shall appoint a time for and hold a hearing and, on application at the hearing by the Director or person serving the notice, may by order direct the Director or such person to cancel the contract or to refrain from cancelling the contract, as the case may be, and as the judge considers proper in accordance with this Act and the regulations.

Parties

(5) The Director or person serving the notice under subsection 1, the parties to the contract to which the notice relates and such other persons as the judge may specify are parties to proceedings before the judge under this section. 1971, c. 50, s. 7 (4), *part.*

Duty to  
register  
as an  
apprentice

**8.—**(1) Every person who commences to work at a trade for which an apprentice training program is established but who does not hold a certificate of apprenticeship or qualification in that trade shall,

- (a) forthwith apply in the prescribed form for apprenticeship in that trade; and
- (b) within three months after commencing to work in that trade, file with the Director his contract of apprenticeship.

Idem

(2) Every person who fails to comply with subsection 1 shall, upon the expiration of the period of three months mentioned in clause *b* of subsection 1, cease to work in that trade until he files with the Director his contract of apprenticeship or until the Director authorizes in writing the continuation or resumption of such work. R.S.O. 1970, c. 24, s. 8.

9. Where an apprenticeship training program is established for <sup>Persons under 21</sup> a trade, every employer in the trade employing any person under twenty-one years of age,

- (a) who is not an apprentice in that trade; or
- (b) who does not hold a certificate of apprenticeship or qualification in that trade,

shall immediately notify the Director of the particulars of the employment and of the name and address of the person so employed in order that the Director may inform the person so employed of his rights and duties under this Act. R.S.O. 1970, c. 24, s. 9.

10.—(1) The Lieutenant Governor in Council may designate any trade as a certified trade for the purposes of this Act, <sup>Certified trades</sup> and may provide for separate branches or classifications within the trade.

(2) No person, other than an apprentice or a person of a <sup>Persons who may work in a certified trade</sup> class that is exempt from this section or a person referred to in subsection 4, shall work or be employed in a certified trade unless he holds a subsisting certificate of qualification in the certified trade.

(3) No person shall employ any person, other than an apprentice or a person of a class that is exempt from this <sup>Persons who may be employed in a certified trade</sup> section or a person referred to in subsection 4, in a certified trade unless the person employed holds a subsisting certificate of qualification in the certified trade.

(4) When a trade is certified under subsection 1, a person <sup>Qualification of those in the trade at time of designation</sup> who is working in the trade at the time that it is certified shall be allowed a period of two years from the first day of the month following the month in which the trade is certified to qualify for a certificate of qualification in the trade, if he,

- (a) is the holder of a certificate of apprenticeship in the trade; or
- (b) satisfies the Director that he has been continuously engaged as a journeyman in the trade for a period of time in excess of the apprenticeship period for the trade; or



- (c) satisfies the Director that he is qualified to work in the trade and meets such other requirements as the Director may prescribe. R.S.O. 1970, c. 24, s. 10.

Employment  
of appren-  
tices on  
government  
contracts  
R.S.O. 1970,  
c. 394

**11.** Where an apprentice training program for a trade is in effect, no work shall be done in that trade on a public work within the meaning of *The Public Works Creditors Payment Act* unless the contractor, as defined in that Act, has in his employ the number of apprentices required under the regulations. R.S.O. 1970, c. 24, s. 11.

Strikes

R.S.O. 1970,  
c. 232

**12.** Where an apprentice lawfully strikes within the meaning of *The Labour Relations Act*, he shall be deemed not to have broken his contract of apprenticeship. R.S.O. 1970, c. 24, s. 12.

Essentials  
of appren-  
ticeship  
contracts

**13.** Every contract of apprenticeship shall be,

- (a) for a period of at least two years;
- (b) in the prescribed form;
- (c) signed,
  - (i) by the employer,
  - (ii) by the person to be apprenticed, and
  - (iii) if he is under eighteen years of age, by a parent or the guardian of the person to be apprenticed, but, if neither parent nor the guardian is willing to sign or is capable of signing, a judge of the county or district court of a county or district in which the employer carries on business may, upon the application of the person to be apprenticed and without the appointment of a next friend, dispense with the signature of either parent or of the guardian upon proof to the satisfaction of the judge that the contract is in the interests of the person to be apprenticed; and
- (d) approved by the Director. R.S.O. 1970, c. 24, s. 13; 1971, c. 98, s. 4, Sched., par. 2.

Registration  
of contracts

**14.** Every contract of apprenticeship shall, upon its approval by the Director, be registered by him forthwith. R.S.O. 1970, c. 24, s. 14.

Minors

**15.** Every apprentice who is under eighteen years of age shall perform and is entitled to the benefits of his contract of

apprenticeship in accordance with its terms in the same manner and to the same extent as if he were of the full age of eighteen years. R.S.O. 1970, c. 24, s. 15; 1971, c. 98, s. 4, Sched., par. 2.

**16.**—(1) A contract of apprenticeship shall not be terminated before the completion of the apprenticeship period provided therein except by, Termination  
of appren-  
ticeship  
contracts

- (a) the death of either party;
- (b) consent, express or implied, of the parties; or
- (c) cancellation for cause of the contract.

(2) Where in the opinion of the Director the terms of a contract of apprenticeship cannot be fulfilled to the advantage of either party, he may arrange for the transfer of the contract. Transfer

(3) The termination, cancellation or transfer of a contract of apprenticeship shall be noted by the Director on the registered copy of the agreement. R.S.O. 1970, c. 24, s. 16. Termination,  
etc., to be  
noted

**16a.** Where an apprentice has completed an apprenticeship training program for a certified trade and has passed such final examinations as are prescribed by the Director to determine his competency and has complied with the provisions of this Act and the regulations, the Director shall issue to him a certificate of apprenticeship for the certified trade. 1971, c. 50, s. 7 (4), *part*. Certificate  
of apprentice-  
ship

**16b.**—(1) Where an applicant for a certificate of qualification for a certified trade is the holder of a certificate of apprenticeship in the trade issued under this Act or a predecessor of this Act, the Director shall, upon payment of the prescribed fee and without examination, issue to him a certificate of qualification for the trade. Certificate  
of qualifica-  
tion to  
holder of  
certificate of  
apprentice-  
ship

(2) Where an applicant for a certificate of qualification for a certified trade who is not the holder of a certificate of apprenticeship in the trade has complied with the requirements of this Act and the regulations to entitle him to such certificate of qualification, the Director shall, upon payment of the prescribed fee, issue to him a certificate of qualification for the certified trade. 1971, c. 50, s. 7 (4), *part*. To non-  
holder of  
certificate  
of apprentice-  
ship

**16c.**—(1) Unless otherwise prescribed by regulation, a certificate of qualification expires two years after the date of its issue. Term of  
certificate

Renewal

(2) Subject to section 16*d*, a certificate of qualification shall be renewed by the Director upon application and payment of the prescribed fee by the holder. 1971, c. 50, s. 7 (4), *part*.

Refusal  
to renew,  
suspension  
or revoca-  
tion

**16*d*.** Subject to section 16*f*, the Director may refuse to renew or may suspend or revoke a certificate of qualification where,

- (a) the holder is convicted of an offence under this Act or the regulations; or
- (b) there are reasonable grounds for believing that the holder is without capacity or not competent to perform work in the certified trade to which the certificate relates with reasonable skill. 1971, c. 50, s. 7 (4), *part*.

Suspension,  
etc., of  
trade school  
licence

**16*e*.** Where under the regulations a licence is required for the operation of a trade school teaching any trade to which this Act applies and a licence for a trade school has been issued thereunder, subject to section 16*f*, the Director may refuse to renew or may suspend or revoke the licence where the school is not being operated,

- (a) in accordance with this Act and the regulations; or
- (b) so as to provide reasonable and adequate training for the students taught therein. 1971, c. 50, s. 7 (4), *part*.

Proposal  
to suspend,  
etc., licence

**16*f*.**—(1) Where the Director proposes to refuse to renew or to suspend or revoke a certificate of qualification or a licence under section 16*d* or 16*e*, he shall serve notice of his proposal, together with written reasons therefor, on the holder of the certificate or licensee.

Notice

(2) A notice under subsection 1 shall inform the holder of the certificate or licensee that he is entitled to a hearing by a judge of the county or district court for the county or district in which he resides if he applies to a judge thereof within fifteen days after the notice under subsection 1 is served on him, and he may so apply for such a hearing.

Powers of  
Director  
where no  
hearing

(3) Where a holder of a certificate or licensee does not apply to a judge for a hearing in accordance with subsection 2, the Director may carry out the proposal stated in his notice under subsection 1.

Powers of  
judge where  
hearing

(4) Where a holder of a certificate or licensee applies to a judge for a hearing in accordance with subsection 2, the judge



shall appoint a time for and hold the hearing and, on the application of the Director at the hearing, may, by order, direct the Director to carry out his proposal or refrain from carrying out his proposal and to take such action as the judge considers the Director ought to take in accordance with this Act and the regulations, and for such purposes the judge may substitute his opinion for that of the Director.

(5) Where, within the time prescribed therefor or, if no time is prescribed, before expiry of his certificate of qualification or licence, a holder of the certificate or the licensee has applied for renewal thereof and paid the prescribed fee, the certificate or licence shall be deemed to continue, Continuation of certificate or licence pending renewal

(a) until the renewal is granted; or

(b) where he is served with notice that the Director proposes to refuse to grant the renewal, until the time for applying for a hearing by a judge has expired and, where a hearing is applied for, until the judge has made his decision.

(6) The Director, the holder of a certificate or licensee who has applied for the hearing and such other persons as the judge may specify are parties to proceedings before a judge under this section. 1971, c. 50, s. 7 (4), *part*. Parties

**16g.**—(1) Service of a notice under section 7a or 16f may be made personally or by registered mail addressed to the person to be served at his last known address, and, where notice is served by registered mail, the notice shall be deemed to have been served on the third day after the day of mailing unless the person on whom notice is being served establishes to the judge to whom he applies for a hearing that he did not, acting in good faith, through absence, accident, illness or other cause beyond his control receive the notice or order until a later date. Service or notice

(2) A judge to whom application is made for a hearing under section 7a or 16f may extend the time for making the application, either before or after expiration of the time fixed therein, where he is satisfied that there are *prima facie* grounds for granting relief to the applicant pursuant to a hearing and that there are reasonable grounds for applying for the extension and may give such directions as he considers proper consequent upon the extension. Extension of time for appeal

(3) Notice of a hearing under section 7a or 16f shall afford the parties or the holder of a certificate or licence, as the case may be, a reasonable opportunity to show or to achieve Notice of hearing

compliance before the hearing with all lawful requirements for the continuation of the contract of apprenticeship or retention of the certificate of qualification or licence.

Examination of documentary evidence	(4) A party to a contract of apprenticeship or a holder of a certificate of qualification or licensee who is a party to proceedings under section 7a or 16f shall be afforded an opportunity to examine before the hearing any written or documentary evidence that will be produced or any report the contents of which will be given in evidence at the hearing.
Recording of evidence	(5) The oral evidence taken before the judge at a hearing shall be recorded and, if so required, copies or a transcript thereof shall be furnished upon the same terms as in the Supreme Court.
Findings of fact 1971, c. 47	(6) The findings of fact of a judge pursuant to a hearing shall be based exclusively on evidence admissible or matters that may be noticed under sections 15 and 16 of <i>The Statutory Powers Procedure Act, 1971</i> . 1971, c. 50, s. 7 (4), <i>part</i> .
Appeal to court	<b>16h.</b> —(1) Any party to proceedings before a judge under this Act may appeal from the decision or order of the judge to the Supreme Court in accordance with the rules of court.
Record to be filed in court	(2) Where notice of an appeal is served under this section, the judge shall forthwith file in the Supreme Court the record of the proceedings before him in which the decision or order was made which, together with the transcript of the evidence before the judge, if it is not part of the record of the judge, shall constitute the record in the appeal.
Minister entitled to be heard	(3) The Minister is entitled to be heard, by counsel or otherwise, upon the argument of an appeal under this section.
Powers of court on appeal	(4) The Supreme Court may affirm the decision of the judge appealed from or may rescind it and make such new decision as the court considers proper under this Act and the regulations, and may order the Director to do any act or thing he is authorized to do under this Act and as the court considers proper, and for such purpose the court may substitute its opinion for that of the Director or of the judge, or the court may refer the matter back to the judge for rehearing, in whole or in part, in accordance with such directions as the court considers proper. 1971, c. 50, s. 7 (4), <i>part</i> .
Offences	<b>17.</b> —(1) Every person,  (a) who contravenes any provision of this Act or the regulations;

- (b) who fails to carry out the terms of a contract of apprenticeship under this Act;
- (c) who enters into a contract or arrangement relating to the employment of an apprentice that is not in accordance with this Act;
- (d) who withholds any information with regard to the working or training conditions of apprentices or makes any misrepresentation with regard thereto;
- (e) who obstructs, hinders, prevents or otherwise interferes with the carrying out of this Act or the regulations or the terms of a contract of apprenticeship under this Act; or
- (f) who uses for the purpose of obtaining employment or business a certificate of apprenticeship, a certificate of qualification or a certificate of proficiency issued to another person,

is guilty of an offence and on summary conviction is liable to a fine of not more than \$1,000.

(2) In addition to any fine that may be imposed on an employer for his failure to pay an apprentice the wages due an apprentice, the provincial judge may order the employer to pay to the Director in trust for the apprentice an amount equal to the arrears of wages to which the apprentice is entitled, and, when the order becomes final, a copy of it, certified as a true copy by the provincial judge who made it, may be filed by the Director with the clerk of the county or district court of a county or district in which the employer carries on business or, where the amount of arrears does not exceed \$400, with the clerk of a like small claims court, and, when so filed and upon payment of the fees of the clerk of the court, such order becomes an order of the court in which it is filed and may be enforced as a judgment of the court against the employer for the amount mentioned in the order and the fees so paid. R.S.O. 1970, c. 24, s. 17.

**17a.** A statement as to the issuing or non-issuing of a certificate, approval or licence, or the renewal, revocation or suspension of a certificate or licence, or as to the registration or non-registration of a contract of apprenticeship purporting to be certified by the Director is, without proof of the appointment or signature of the Director, receivable in evidence as *prima facie* proof of the facts stated therein for all purposes in any action, proceeding or prosecution. 1972, c. 113, s. 1.



## Regulations

**18.** The Lieutenant Governor in Council may make regulations,

- (a) defining any trade;
- (b) establishing an apprentice training program for any trade or group of trades;
- (c) exempting any trade or class of persons in a trade from this Act and the regulations or from any provision of either of them;
- (d) providing a system of proficiency certificates for any trade not designated as a certified trade under section 10;
- (e) providing for approval by the Director of apprentice training programs established by employers;
- (f) providing licences for trade schools teaching any trade to which this Act applies and respecting their issue and prescribing courses of study and methods of training in such trade schools and respecting their operation;
- (g) respecting the periods of apprenticeship, qualifications and training of apprentices in any trade;
- (h) approving or prescribing courses of training or study for apprentices, and fixing the credits to be allowed for such courses;
- (i) prescribing, in respect of any trade, rates of wages for applicants for apprenticeship or apprentices or any class of applicants or apprentices;
- (j) prescribing the maximum number of persons who may be apprenticed to an employer in a trade;
- (k) respecting the ratio of apprentices to journeymen who may be employed by an employer in a trade;
- (l) providing for Interprovincial Standards Examinations and standing thereunder and for the recognition of certificates or standings granted under Interprovincial Standards Examinations in other provinces and the granting of certificates of qualification pursuant thereto;
- (la) providing for the granting of provisional certificates of qualification and the grounds therefor and the conditions thereof;

- (*lb*) respecting the renewal of certificates of qualification that have expired without being renewed and the conditions of renewal;
- (*lc*) providing for the issue of certificates of qualification or licences to persons whose certificates or licences have been cancelled and the conditions upon which they may be issued;
- (*m*) respecting the making, registration or transfer of contracts of apprenticeship;
- (*n*) requiring and providing for the posting up in employers' premises of extracts from this Act or the regulations;
- (*o*) defining any expression used in this Act for the purposes of this Act;
- (*p*) providing for and prescribing fees;
- (*q*) prescribing forms and providing for their use. R.S.O. 1970, c. 24, s. 18; 1971, c. 50, s. 7 (5-7).

**19.**—(1) Certificates issued under a predecessor of this Act and subsisting when this Act comes into force continue in force as though this Act had not been passed. Transitional provision, certificates

(2) Contracts of apprenticeship approved and registered under a predecessor of this Act and subsisting when this Act comes into force shall be deemed to have been approved and registered by the Director under this Act. R.S.O. 1970, c. 24, s. 19. Contracts of apprenticeship



# INDEX

## To the Apprenticeship and Tradesmen's Qualification Act

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MINISTRY OF COLLEGES AND UNIVERSITIES

# GENERAL REGULATIONS

REGULATION 33

Revised Regulations of Ontario, 1970

Pursuant to

THE APPRENTICESHIP AND  
TRADESMEN'S QUALIFICATION ACT



## REGULATION 33

### under The Apprenticeship and Tradesmen's Qualification Act

#### GENERAL

1. This Regulation applies to any trade for which an apprentice training program is established. R.R.O. 1970, Reg. 33, s. 1.

2. An application for apprenticeship in a trade shall be in Form 1. R.R.O. 1970, Reg. 33, s. 2.

3. No person shall become an apprentice in a trade unless he,

(a) is at least sixteen years of age and has Grade 10 standing or other qualifications determined by the Minister as equivalent thereto; or

(b) has the qualifications that are prescribed in the regulations for the trade. R.R.O. 1970, Reg. 33, s. 3.

4.—(1) An applicant for apprenticeship in a trade or for a certificate of qualification shall, if requested by the Director, produce a certificate of his birth for inspection.

(2) Where the Director is satisfied that the apprentice is unable to produce a certificate of his birth, the Director may accept as proof,

(a) one item of Class A evidence of birth as prescribed in section 8 of Regulation 820 of Revised Regulations of Ontario, 1970;

(b) two items of Class B evidence of birth as prescribed in sections 9 and 10 of Regulation 820 of Revised Regulations of Ontario, 1970. R.R.O. 1970, Reg. 33, s. 4.

5. Sections 8 and 9 and subsection 2 of section 10 of the Act do not apply to persons,

(a) permanently employed in an industrial plant while performing work entirely within the plant and premises or on the land appertaining thereto, except work performed in the maintenance and repair of motor vehicles, trailers or conversion units registered for use on a highway under *The Highway Traffic Act*; or

(b) while engaged in a trade or occupation that in the opinion of the Director is not one in respect of which compliance with sections 8 and 9 and subsection 2 of section 10 of the Act is required. R.R.O. 1970, Reg. 33, s. 5.

#### TRAINING AND INSTRUCTION

6. An apprentice in a trade shall complete to the satisfaction of the Director such apprentice training program as is established for the trade. R.R.O. 1970, Reg. 33, s. 6.

7.—(1) Every employer in a trade shall,

(a) provide an apprentice with practical training and instruction; and

(b) permit the apprentice to attend such educational classes as are prescribed by an apprentice training program established for the trade.

(2) Where the employer is unable to provide an apprentice with practical training and instruction, the employer and the apprentice shall each forthwith notify the Director. R.R.O. 1970, Reg. 33, s. 7.

8.—(1) The regular daily hours of practical training and instructions of an apprentice shall not begin sooner or end later in each day than the regular daily working hours of the journeyman with whom the apprentice is working.

(2) Any hours worked by an apprentice in excess of his regular daily hours of practical training and instruction shall not be included in computing the hours spent in training and instruction, unless otherwise prescribed or approved by the Director. R.R.O. 1970, Reg. 33, s. 8.

9.—(1) Hourly credits as the Director determines may be granted to an applicant for a certificate of apprenticeship or qualification,

(a) for the successful completion of a course of study or training; or

(b) for work performed or experience gained in the trade prior to the application.

(2) No credits shall be granted under subsection 1 unless the applicant,

(a) supplies documentary evidence satisfactory to the Director of the completion of the course of study or training, or of the work performed or the experience gained, as the case may be; or

(b) passes such tests or examinations as are required by the Director. R.R.O. 1970, Reg. 33, s. 9.



**10.—(1)** Unless otherwise prescribed, the rate of wages for an apprentice whether for his regular daily hours or for hours in excess of his regular daily hours shall be not less than,

- (a) 40 per cent during the first period;
- (b) 50 per cent during the second period;
- (c) 60 per cent during the third period;
- (d) 70 per cent during the fourth period; and
- (e) 80 per cent during the fifth period,

of the average rate of wages for journeymen employed by the employer in that trade, or where the employer is the only journeyman employed, of the average rate of wages for journeymen in the area.

(2) Unless otherwise prescribed, the number of apprentices who may be employed by an employer in a trade shall not exceed,

- (a) where the employer is a journeyman in the trade, one apprentice plus an additional apprentice for each additional three journeymen employed by the employer in that trade and with whom the apprentice is working; or
- (b) where the employer is not a journeyman in the trade, one apprentice for the first journeyman employed by the employer plus an additional apprentice for each additional three journeymen employed by the employer in that trade and with whom the apprentice is working. R.R.O. 1970, Reg. 33, s. 10.

**11.—(1)** A contract of apprenticeship shall be in Form 2.

(2) The apprentice shall use to the best of his ability any facilities provided for technical instruction.

(3) The apprentice shall obey all lawful orders given to him by the employer or by a person delegated by the employer to supervise the work and training of the apprentice.

(4) The apprentice shall furnish to the employer satisfactory reasons for any absence from his employment.

(5) The employer shall not employ any person in the trade other than a journeyman while the apprentice is idle. R.R.O. 1970, Reg. 33, s. 11.

**12.—(1)** A transfer of a contract of apprenticeship shall be in Form 3.

(2) The employer to whom the contract is transferred shall perform the contract as fully and completely as if he were the employer with whom the contract was made. R.R.O. 1970, Reg. 33, s. 12.

#### CERTIFICATES

**13.** A certificate of apprenticeship shall be in Form 4. R.R.O. 1970, Reg. 33, s. 13.

**14.—(1)** Where an apprentice has completed an apprentice training program, and has passed such final examinations as are prescribed by the Director, the Director shall issue a certificate of apprenticeship to the apprentice.

(2) Where an examination for a certificate of apprenticeship in a trade has been established as an Interprovincial Standards Examination and, where an apprentice obtains more than 69 per cent on that examination, he shall be awarded the Interprovincial seal on his certificate.

(3) Where a certificate of apprenticeship is obtained before an Interprovincial Standards Examination for the trade is established, the holder of the certificate may write the examination referred to in subsection 2 and if he obtains more than 69 per cent on that examination he shall be awarded the Interprovincial seal on his certificate. R.R.O. 1970, Reg. 33, s. 14.

**15.—(1)** An application for a certificate of qualification in a trade designated as a certified trade under section 10 of the Act shall be in Form 5.

(2) An application for renewal of a certificate of qualification in a trade designated as a certified trade under section 10 of the Act shall be in Form 6.

(3) A certificate of qualification shall be in Form 7. R.R.O. 1970, Reg. 33, s. 15.

**16.—(1)** Where an applicant for a certificate of qualification is the holder of a certificate of apprenticeship in the trade issued under the Act or a predecessor of the Act, the Director may, upon payment of the prescribed fee, issue to the applicant, without examination, a certificate of qualification.

(2) Where an applicant for a certificate of qualification is the holder of a certificate of apprenticeship in the trade that is issued by another Province and that bears a seal awarded for passing an Interprovincial Standards Examination, the Director may, upon payment of the prescribed fee, issue to the applicant, without examination, a certificate of qualification.

(3) Where an applicant for a certificate of qualification is required to write an examination, he shall pay the fee prescribed therefor.

(4) Where an applicant for a certificate of qualification who is not the holder of a certificate of apprenticeship in the trade,

- (a) has attended a trade school licensed under the Act and has completed the period of

training and instruction provided by the trade school;

- (b) after graduation from the licensed trade school, works as an apprentice in the trade for a period prescribed by the Director; and
- (c) passes such examination as is prescribed by the Director,

the Director may, upon payment of the prescribed fee, issue to the applicant a certificate of qualification. R.R.O. 1970, Reg. 33, s. 16.

**17.** An applicant for a certificate of apprenticeship or a certificate of qualification who has failed to pass an examination may rewrite the examination at such times and places as are fixed by the Director. R.R.O. 1970, Reg. 33, s. 17.

**18.** An applicant for a certificate of apprenticeship or a certificate of qualification who fails to pass on rewriting the examination referred to in section 17 on two occasions shall attend and complete such training courses as the Director may determine before being permitted to rewrite the examination a third time. R.R.O. 1970, Reg. 33, s. 18.

**19.** Where an applicant for a certificate of qualification, who is not the holder of a certificate of apprenticeship in the trade, supplies evidence satisfactory to the Director of having been continuously engaged in the trade as a journeyman in Ontario or elsewhere for a period equal to or greater than the apprenticeship period prescribed for the trade, the Director may issue to the applicant a provisional certificate of qualification valid until the expiry date specified thereon. R.R.O. 1970, Reg. 33, s. 19.

**20.** Where an applicant for a certificate of qualification referred to in section 19 passes such examination as is prescribed by the Director, the Director may, upon payment of the prescribed fee, issue to the applicant a certificate of qualification. R.R.O. 1970, Reg. 33, s. 20.

**21.** A provisional certificate of qualification shall be in Form 8. R.R.O. 1970, Reg. 33, s. 21.

**22.—(1)** Where a certificate of qualification that is in force on the 3rd day of September, 1970 expires and is renewed it shall be renewed for a period to and including the birthday of the holder next following or his second birthday next following as the Director may determine and any subsequent renewal shall be for a period of two years expiring on the birthday of the holder thereof.

(2) Unless otherwise prescribed by regulation, a certificate of qualification issued after the 3rd day of September, 1970 expires on the birthday of the holder next following or his second birthday next following as the Director may determine.

(3) Where a certificate of qualification mentioned in subsection 2 expires and is renewed it shall be renewed for a period of two years expiring on the birthday of the holder thereof.

(4) A certificate of qualification may be renewed by the holder upon application and payment of the prescribed fee to the Director.

(5) Upon renewal of a certificate of qualification, a seal provided by the Director indicating the year for which the certificate is renewed shall forthwith upon its receipt by the applicant be affixed to the certificate of qualification in the space provided thereon. R.R.O. 1970, Reg. 33, s. 22.

**23.—(1)** Subject to subsections 2 and 3, where a person fails to renew his certificate of qualification on or before the date of its expiry, the Director may renew the certificate upon payment of the prescribed fee for renewal thereof.

(2) Where a certificate of qualification is not renewed within one year of the date of its expiry, the Director shall not renew the certificate unless the applicant has passed an examination prescribed by the Director. R.R.O. 1970, Reg. 33, s. 23.

**24.—(1)** The Director may suspend or cancel a certificate of qualification,

- (a) where the holder is convicted of an offence under the Act or the regulations; or
- (b) where the Director has reasonable grounds to believe that the holder is without capacity or not competent to perform work in the trade with reasonable skill.

(2) The Director shall not suspend or cancel a certificate of qualification without a hearing upon notice personally served or sent by registered mail to the holder of the certificate of qualification at the address shown on his application for a certificate of qualification or a renewal thereof containing details of the alleged offence, incapacity or incompetence and the nature of the evidence in support thereof and the date, time and place for the hearing.

(3) The Director shall allow seven clear days between the date of service or mailing of the notice and the date of the hearing.

(4) If the holder of the certificate of qualification fails to attend the hearing on the date and at the time and place appointed, the hearing may proceed and a decision may be made in his absence.

(5) At the hearing the holder of the certificate of qualification is entitled to hear the evidence, to cross-examine, to call witnesses, and to present argument.

(6) The holder of the certificate of qualification may be represented by counsel or by an agent.

(7) The Director shall not suspend a certificate of qualification for a period of more than thirty days. R.R.O. 1970, Reg. 33, s. 24.

25.—(1) A person whose certificate of qualification has been suspended or cancelled may, by notice in writing within seven days of the suspension or cancellation, appeal the decision of the Director to the Minister or such other person as is designated in writing by the Minister for the purpose.

(2) The Minister or such other person designated by him shall set the date, time and place for the hearing of the appeal, and notice of such hearing shall be served personally or sent by registered mail to the person appealing.

(3) If the person appealing fails to attend the hearing of the appeal on the date and at the time and place appointed, the hearing may proceed and a decision may be made in his absence.

(4) At the hearing of the appeal, the person appealing is entitled to be represented by counsel or by an agent, and to hear the evidence, to cross-examine, to call witnesses, and to present argument.

(5) The Minister or such other person designated by him shall hear the evidence and submissions and may uphold the decision of the Director or suspend, cancel or reinstate the certificate of qualification.

(6) The decision of the Minister or such other person designated by him shall be final and binding. R.R.O. 1970, Reg. 33, s. 25.

26. A person whose certificate of qualification has been cancelled may apply for a new certificate of qualification upon such terms and conditions as the Director may prescribe, and the Director may issue a certificate of qualification where he is satisfied that the person has complied with such terms and conditions, and has the capacity and competence to perform work in the trade with reasonable skill. R.R.O. 1970, Reg. 33, s. 26.

27. Where a person proves to the satisfaction of the Director that,

(a) his certificate of qualification has been lost or destroyed; or

(b) his name has been changed,

the Director shall issue to him a duplicate certificate of qualification. R.R.O. 1970, Reg. 33, s. 27.

28. The holder of a certificate of qualification shall carry the certificate on his person and, when requested to do so, produce to a person designated by the Director, the certificate of qualification or such other evidence of qualification as the Director may prescribe. R.R.O. 1970, Reg. 33, s. 28.

29. Where a person, after applying for or receiving a certificate of qualification, changes his address he shall within fifteen days thereafter notify the Director in writing of his former and new addresses and, where he has received the certificate, the number thereof. R.R.O. 1970, Reg. 33, s. 29.

REGISTRATION OF EMPLOYERS

30. When requested by the Director, every employer and self-employed person engaged in a trade shall complete and file a registration of employers and self-employed persons in Form 9. R.R.O. 1970, Reg. 33, s. 30.

FEES

31. Fees payable under this Regulation are as follows:

- 1. For registration of a contract of apprenticeship.....\$ 5
- 2. For an examination.....\$10
- 3. For an initial certificate of qualification or a renewal of a certificate of qualification, 50 cents per month or any portion thereof during the period of its validity, but in no case shall the fee exceed \$5 for any period of not more than twelve months or \$10 for any period exceeding twelve months and not more than twenty-four months.
- 4. For a certificate of qualification issued to any person who works or is employed in a certified trade and is exempted by regulation from the application of sections 8 and 9 and subsections 2, 3 and 4 of section 10 of the Act.....\$10

R.R.O. 1970, Reg. 33, s. 31.

Form 1

The Apprenticeship and Tradesmen's Qualification Act

APPLICATION FOR APPRENTICESHIP IN THE TRADE OF

(Trade name).....(Date).....

TO BE COMPLETED BY APPLICANT:

Surname.....  
Social Insurance No.

Given names and initials.....  
Telephone No.

Street No. and Name.....  
Apt. No., Box No., R.R. No. .... day month year  
Date of Birth

City or Town.....

Township.....  
(signature of applicant)

EMPLOYED BY:

Name of Business.....

Street Address.....

City or Town.....

Telephone No.....  
day month year  
Start of Employment  
(signature of employer)

Outline relevant trade experience, proof of employment and education, on reverse side of this application, giving full details including dates and names of employers.

FOR DEPARTMENTAL USE ONLY:

Counsellor Name.....  
Credited hours

Counsellor Signature.....  
Periods in Program

Counsellor Code.....  
Hours per period

Receipt No.....  
Hours per week

Verification Signature.....



Contracts Forwarded

Effective Date

.....

day

month

year

.....

Contract No.....

.....

Area Code.....

.....

Mailing Code.....

(REVERSE)

PROOF OF EDUCATION

SCHOOLING					
	School Name	Location (City/County, etc.)	Successfully Completed		Certificate or
			Grade	Mo. Yr.	Diplomas Awarded
Elementary..	.....	.....	.....	.....	.....
Secondary...	.....	.....	.....	.....	.....
Academic...	.....	.....	.....	.....	.....
Vocational...	.....	.....	.....	.....	.....
Technical...	.....	.....	.....	.....	.....
Subject(s) Specialized.....					P.A.T. Results.....
COURSES ATTENDED—List all training (other than school)			COMMENTS (Counsellor)		
.....			.....		
.....			.....		
.....			.....		
.....			.....		

DETAILS OF EXPERIENCE

	Name of Business or Firm	Business Address	Employed		Cr. Hrs.	Type of Work Performed
			From Month/Year	To Month/Year		
Current or Last						
1st Previous						
2nd Previous						
3rd Previous						
Employer Signature:					TOTAL	
Supervising Counsellor:						

R.R.O. 1970, Reg. 33, Form 1.

Form 2

The Apprenticeship and Tradesmen's Qualification Act

CONTRACT OF APPRENTICESHIP

Contract No. ....

THIS CONTRACT OF APPRENTICESHIP MADE this.....day of....., 19...., under *The Apprenticeship and Tradesmen's Qualification Act*,

BETWEEN.....hereinafter called the Apprentice,

— and —

.....hereinafter called the Employer,

— and —

(where the apprentice is under twenty-one years of age)

the Parent, Guardian, or Judge .....

WITNESSETH that the Apprentice and the Employer agree as follows:

1. The Apprentice agrees to faithfully serve the Employer as an Apprentice and in accordance with *The Apprenticeship and Tradesmen's Qualification Act* and the regulations for a period of training and

instruction of .....hours in the trade of.....

2. The Employer agrees to faithfully train and instruct the Apprentice in the trade of.....  
and to pay the Apprentice wages at the following rates:

For the first.....hours, .....% of the journeyman's rate.

For subsequent hourly periods and in the following sequence,

.....hours at.....%

.....hours at.....%

.....hours at.....%

.....hours at.....%

.....hours at.....%,

of a journeyman's rate of wages in the trade.

IN WITNESS WHEREOF the parties have signed.

WITNESS:

.....  
Employer

.....  
Address of Employer

.....  
Apprentice

.....  
Address of Apprentice

.....  
Parent, Guardian or Judge

.....  
Address of Parent, Guardian or Judge

Approved and Registered this.....day of....., 19.....

.....  
Director

Termination.....Date.....Cancellation.....Date.....

Transfer.....Date.....Transfer.....Date.....

Transfer.....Date.....Transfer.....Date.....

Form 3  
*The Apprenticeship and Tradesmen's Qualification Act*  
TRANSFER OF CONTRACT OF APPRENTICESHIP

In the Trade of..... Contract No.....

THE CONTRACT OF APPRENTICESHIP made between.....,  
the Apprentice, of.....and  
(address)  
....., the Employer, of.....,  
(address)  
dated the.....day of....., 19.... and the mutual rights, benefits and obligations  
contained therein are hereby transferred to.....of.....  
(address)

The said apprenticeship having commenced on the.....day of....., 19....,  
has continued during.....periods of.....hours, and the said Apprentice has com-  
pleted the following hours at the indicated percentages of the average rate of wages for journeymen employed  
by the Employer in the said trade or of the average rate of wages for journeymen in the area, as the case may be:

.....hours during the first period at.....%

.....hours during the second period at.....%

.....hours during the third period at.....%

.....hours during the fourth period at.....%

.....hours during the fifth period at.....%

Dated this.....day of....., 19....

IN WITNESS WHEREOF the parties have signed.

WITNESS:

.....  
Employer transferring contract

.....  
Employer to whom contract is transferred

.....  
Apprentice

(and where the Apprentice is under twenty-one years of age)

.....  
Parent, Guardian or Judge

.....  
Address of Parent, Guardian or Judge

R.R.O. 1970, Reg. 33, Form 3.



Form 4

*The Apprenticeship and Tradesmen's Qualification Act*

CERTIFICATE OF APPRENTICESHIP

Certificate No. ....

THIS IS TO CERTIFY THAT.....  
having complied with *The Apprenticeship and Tradesmen's Qualification Act* and the regulations is issued this  
Certificate of Apprenticeship in the trade of.....  
Dated at Toronto, this.....day of....., 19.....

.....  
(signature of issuer)  
R.R.O. 1970, Reg. 33, Form 4.

Form 5

*The Apprenticeship and Tradesmen's Qualification Act*

APPLICATION FOR CERTIFICATE OF QUALIFICATION IN THE CERTIFIED TRADE OF  
(Trade name).....(Date).....  
TO BE COMPLETED BY APPLICANT:

Surname.....  
.....  
Given name and initials.....  
Street Address.....  
City or Town.....  
Township.....  
.....  
Social Insurance No.....  
Telephone No.....  
day month year  
Date of Birth.....  
(signature of applicant)

EMPLOYED BY:

Name of Business.....  
Street Address.....  
City or Town.....

Are you self-employed? ☐ No ☐ Yes

Have you been An Apprentice in Ontario? ☐ No ☐ Yes (Specify).....  
Contract or Diploma No.....

Do you hold an Ontario Certificate of Qualification in any other trade? ☐ No ☐ Yes

(Specify) .....  
Certificate No. Trade Name



	Name of Business or Firm	Business Address	Employed		Type of Work Performed
			From Month/Year	To Month/Year	
Current or Last					
1st Previous					
2nd Previous					
3rd Previous					
4th Previous					

R.R.O. 1970, Reg. 33, Form 5.

Form 6

*The Apprenticeship and Tradesmen's Qualification Act*

APPLICATION FOR RENEWAL OF A CERTIFICATE OF QUALIFICATION

Under *The Apprenticeship and Tradesmen's Qualification Act* and the regulations, I apply for a renewal of my Certificate of Qualification in the trade of.....

My Social Insurance No. is.....

Dated.....day of....., 19....

Applicant Signature.....

If change in name or address, please complete below

Surname.....

Given names or initials.....

Street Address.....

City.....

THIS SPACE FOR DEPARTMENTAL USE ONLY

Date approved.....  
New serial No.....  
Date issued.....

R.R.O. 1970, Reg. 33, Form 6.

Form 7  
*The Apprenticeship and Tradesmen's Qualification Act*  
CERTIFICATE OF QUALIFICATION

Certificate No.....

THIS IS TO CERTIFY THAT.....  
having complied with *The Apprenticeship and Tradesmens' Qualification Act* and the regulations is issued  
this Certificate of Qualification in the certified trade of.....  
Dated at Toronto, this.....day of....., 19.....

.....  
(signature of issuer)

R.R.O. 1970, Reg. 33, Form 7.

Form 8  
*The Apprenticeship and Tradesmen's Qualification Act*  
PROVISIONAL CERTIFICATE OF QUALIFICATION

..... Surname	..... Given Names	..... Trade Name	..... Trade Name
..... Street Address	.....	..... Issue Date	..... Expiry Date
..... City or Town	.....	..... Township	..... P.C. No.
..... Date of Birth	.....	..... Telephone No.	..... Social Insurance No.

This is to certify that the above has submitted satisfactory proof of experience, and is hereby permitted to work in the trade indicated until the expiry date shown, at which time he will be required to write an examination for a regular certificate of qualification pursuant to subsection 2 of section 8 of *The Apprenticeship and Tradesmen's Qualification Act*.

ONTARIO DEPARTMENT OF LABOUR.....  
(Director, Industrial Training Branch)

This form must be presented when reporting for examination and will not be valid after the expiry date indicated above.  
  
If unable to attend, please notify this office prior to expiry date. Failure to attend or notify will result in the forfeiture of fee.

FOR DEPARTMENTAL USE ONLY

Employer or School—Name and Address

.....  
.....  
.....  
.....  
.....

Request for Application .....

..... Telephone	..... Mail	..... Other		
..... Requested	..... Mailed	..... Received	..... Certificate Issued	..... Certificate No.

R.R.O. 1970, Reg. 33, Form 8.

Form 9

*The Apprenticeship and Tradesmen's Qualification Act*

REGISTRATION OF EMPLOYERS AND SELF-EMPLOYED PERSONS IN THE TRADE OF

.....  
TO THE DIRECTOR:

Under *The Apprenticeship and Tradesmen's Qualification Act* and the regulations, I register as an employer or self-employed person in the certified trade of ..... and furnish the following information:

- 1. Name (if not a corporation).....  
(surname) (first and middle names)  
  
Name (if a corporation).....
- 2. Address.....  
(street and No. or R.R.) (city, town or post office)
- 3. Certificate of Qualification, if not a corporation:  
  - (a) I am the holder of Certificate of Qualification Number.....in the certified trade of .....issued on.....; or
  - (b) I am not the holder of a Certificate of Qualification in the certified trade of.....  
but have been continuously engaged in such trade for.....years.
- 4. Particulars of persons in my employ in the certified trade of.....



Name	Address	Total Length of Experience at the trade		Branch if any	Date of Birth	Certificate No.
		Years	Months			

Dated at....., this.....day of....., 19.....

.....  
(signature)

FOR FURTHER INFORMATION CONTACT THE

**MINISTRY OF COLLEGES AND UNIVERSITIES**

**Manpower Training Branch**

**Mowat Block, Queen's Park**

**Toronto, Ontario**

**965-4211**

or the following District Offices:

BARRIE.....	728-1951	OSHAWA.....	576-0171
BELLEVILLE.....	968-8671	OTTAWA.....	731-7100
BRANTFORD.....	756-5197	OWEN SOUND.....	376-5790
BROCKVILLE.....	345-0660	PEMBROKE.....	735-0105
CHATHAM.....	352-2800	PETERBOROUGH.....	743-4172
CORNWALL.....	933-6080	SARNIA.....	542-7751
GUELPH.....	821-3770	SAULT STE. MARIE.....	949-3331
HAMILTON.....	527-9105	ST. CATHARINES.....	682-4313
HAWKESBURY.....	632-2759	STONEY CREEK.....	664-5116
KENORA.....	468-3128	STRATFORD.....	273-1520
KINGSTON.....	544-5400	SUDBURY.....	560-3440
KITCHENER.....	884-5460	THUNDER BAY.....	577-5716
LONDON.....	453-7190	TIMMINS.....	235-3644
NORTH BAY.....	474-5509	WINDSOR.....	254-8654

MTB-3000(4/75)23-456

H I S T O R Y   O F   T H E   A N A L Y S I S

**COOK**  
**TRADE**

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**PART II**

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**Spec. 415A**



## PART II

### THE HISTORY OF THE ANALYSIS

At the request of the Provincial Advisory Committee, the Ontario Manpower Training Branch of the Ministry of Colleges and Universities began an in-depth study of the skill requirements of the Cook in order to update the training curriculum and at the same time attempt to provide a more flexible training plan for the apprenticeship program. The Training Consultant group under Mr. G.I. Bruce, initiated the study by selecting a representative sample of approximately 200 establishments in 16 counties across the province. The counties included in the survey had certain characteristics such as proximity to the United States border, tourist and recreation areas, large urban centres, concentration of ethnic groups, etc. which have a significant influence on the services offered. The industry sample consisted of:

- 70 hotels and motels with food service facilities;
- 110 restaurants including drive-ins, coffee shops and caterers;
- 16 institutions (Hospitals, Colleges, Universities)

The analysis was conducted by means of personal interviews with the cook or chef in each of the various establishments and the pertinent information recorded in two ways:

#### 1. Establishment Data

- to identify the establishment by name, type, location, staff size and services.

#### 2. Task & Task Inventory

- To record in specific detail:
- the tasks a person must be able to perform in order to be considered competent as a cook;



## 2. Task & Task Element Inventory

- the conditions under which each task must be performed i.e., work aids, tools and equipment used and related knowledge required;
- the minimum acceptable standard of performance

The field survey also indicated five possible functional levels in the food service industry namely:-

Chef

Chef de Partie

Cook - General  
Institutional

Short Order Cook

Cook Helper

The wealth of information gathered by the analysis was consolidated by Automated Data Processing to provide a task profile for each classification. At this stage a draft proposal was submitted for consideration by the Provincial Advisory Committee who after careful study, made some major modifications to the classification structure. They decided that the Chef category, being heavily oriented towards management functions, should be excluded from this development. It was felt that the training should be general in nature rather than highly specialized and, for this reason, the Chef de Partie was also eliminated. A Sub-Committee appointed to refine this proposal was composed of:

Mr. B.J. Bellefeuille	Executive Chef Kingston Psychiatric Hospital Kingston, Ontario
Mr. D.A. Cutler	Co-ordinator Specialty, Restaurants, CP Hotels, Toronto
Mr. J. Franssen	Food Service Manager, Hillsdale Manor, Oshawa, Ont.
Mr. P. Gertsch	Head Chef, Alpine Motor Hotel Thunder Bay, Ontario
Mr. A. Roldan	Executive Chef, Harbour Castle Hotel, Toronto, Ontario
Mr. E. Szekely	Executive Chef, Hiram Walker, Windsor, Ontario

under the Chairmanship of Mr. John Lissack, Manpower Training Branch, Province of Ontario. Mr. A.J. Lewis, Manpower Training Branch aided the sub-committee in the curriculum development phase of this program.

The Ontario program which was developed, is based upon performance objectives with the tasks grouped to form logical learning units corresponding to the work stations normally found in a large kitchen. The Basic level consists of thirteen units and the Advanced level, ten units each divided into sub-units and each coded in numerical sequence for identification purposes.

By using the performance objectives format which specifies the required terminal performance, enabling objectives and performance criterion, the educational institution is provided guidance for the development of lesson plans. For the employer, a check list for work experience in the on-the-job environment, is provided.

Particular care was taken in the design of training units for the in-school portion of the program since it was not possible for the Colleges to provide sufficient exposure to bring the student to the required level of proficiency in some of the practical skills. For this reason, the performance objectives in certain skills such as filleting fish, butchering, carving meat, etc. were written to teach the skills in principle only in the College leaving the practical application to be covered on the job.



CURRICULUM OUTLINE (IN-SCHOOL TRAINING)

# **COOK** **TRADE**

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## **PART III**

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**Spec. 415A**





## COOK

### CURRICULUM GUIDELINES

1. The curriculum has been designed for a 30-hour school week, and is the basis for a program consisting of:
  - a) Basic course - 15 weeks
  - b) Advanced course - 15 weeks
2. Training hours are assigned to specific units of study according to the relative importance of each unit as determined by the trade. The units of study represent, in total, the complete body of knowledge of the trade.
3. It is intended that classroom instruction will be integrated with practical demonstrations and student use of tools and equipment in the school shops.
4. Throughout the course, major emphasis should be placed on the quality of work and the importance of developing safe working habits.
5. The in-school curriculum is intended as a definitive guide for institutional instruction. The arrangement and teaching order of the topics is left to the discretion of the instructional staff.
6. The curriculum has been designed to give the instructor every reasonable opportunity to be flexible and innovative without necessarily deviating to any significant degree from the course requirements as determined by the Provincial Advisory Committee and prescribed in the Regulation for the Trade.

7. The outline also provides specific guidance to both the employer and the apprentice so that work experience may proceed systematically.

8. A registered apprentice completing the BASIC course e.g. both in-school units, 1-13 and on-the-job training (1550 hours) can receive accreditation as ASSISTANT COOK.

For a (complete) Certificate of Apprenticeship as COOK, the apprentice must successfully complete all in-school units (900 hours), plus all on-the-job training units (5100 hours) for a total of 6000 hours.

COOK

APPRENTICESHIP IN-SCHOOL UNITS & HOURS

I. Basic Level

<u>Unit No.</u>	<u>Unit</u>	<u>Hours</u> <u>In-School</u>	<u>Page</u>
-	Administration (1)	15	
1	Sanitation Safety & Equipment	30	8
2	Larder	45	12
3	Vegetables	30	15
4	Seafood	45	20
5	Poultry	45	24
6	Meal & Offal	45	29
7	Soups & Sauces	60	31
8	Farinaceous Prods.	15	33
9	Elementary Baking	45	35
10	Short Order Items	15	39
11	Non-Alcoholic Beverages	4	40
12	Menu Planning	50	41
13	Table Service	6	44
Sub-Total		<u>450</u>	

II. Advanced Level

<u>Unit No.</u>	<u>Unit</u>	<u>Hours</u> <u>In-School</u>	<u>Page</u>
-	Administration (1)	15	
14	Sanitation	30	46
15	Larder	60	48
16	Vegetables	30	50
17	Seafood	30	52
18	Meat & Poultry	45	53
19	Soups & Sauces	60	54
20	Desserts	30	56
21	Stock Control	45	57
22	Food Costing	45	60
23	Food Purchasing	60	62
Sub-Total		<u>450</u>	
TOTAL		<u>900</u>	

(1) no accreditation





COOK TRAINING  
BASIC LEVEL

(I.S.)

TRAINING UNITS

SANITATION SAFETY AND EQUIPMENT		2. COLD LAMPER		3. VEGETABLES		4. SEAFOOD		5. POULTRY		6. MEAT & OFFAL		7. SOUPS & SAUCES		8. PARINACH/US PRODUCT		9. ELEMENTARY BAKING		10. SHORT ORDER		11. BEVERAGES		12. MENU PLANNING		13. SERVICE	
1. SANITATION SAFETY AND EQUIPMENT		2. COLD LAMPER		3. VEGETABLES		4. SEAFOOD		5. POULTRY		6. MEAT & OFFAL		7. SOUPS & SAUCES		8. PARINACH/US PRODUCT		9. ELEMENTARY BAKING		10. SHORT ORDER		11. BEVERAGES		12. MENU PLANNING		13. SERVICE	
1.01	Personal hygiene	2.01	Pre-cooking preparation of food and poultry	3.01	Wash	4.01	Clean	5.01	Clean	6.01	Broil	7.01	Stir	8.01	Pasta	9.01	Mix	10.01	Menu items	11.01	Tea	12.01	Weight and measure	13.01	Waiter/US
1.02	Cleaning and maintenance	2.02	Cut	3.02	Peel	4.02	Cut	5.02	Cut	6.02	Roast	7.02	Strain	8.02	Pancake	9.02	Knead	10.02	Convenience food	11.02	Coffee	12.02	Numerical recipe conversion	13.02	Cashier duties
1.03	Detergents and pesticides	2.03	Sandwiches	3.03	Cut	4.03	Fillet	5.03	Bread	6.03	Grill	7.03	Skim	8.03	Cereals	9.03	Shape	11.03	Hot drinks	11.03	Hot drinks	12.03	Types of menu		
1.04	Kitchen safety	2.04	Fruit prep.	3.04	Sand	4.04	Bread	5.04	Batter	6.04	Pan-fry	7.04	Types of stocks	8.04	Rice	9.04	Pies and tarts	11.04	Cold drinks	11.04	Cold drinks	12.04	Nutrition		
1.05	Sanitation code	2.05	Cheese	3.05	Boil	4.05	Batter	5.05	Broil	6.05	Carve	7.05	Basic sauces and au jus			9.05	Rolls					12.05	Menu terminology		
1.06	Public health Act	2.05	Simple salads	3.06	Roast	4.06	Bake	5.06	Roast	6.06	B.B.Q.	7.06	Thick and thin soups			9.06	Cookies								
1.07	Food poison prevention			3.07	Steam	4.07	Steam	5.07	Simmer	6.07	Boil					9.07	Cakes								
1.08	Skill and equipment availability			3.08	Grill	4.08	Boil	5.08	Grill							9.08	Desserts								
1.09	Dishwashing			3.09	Saute	4.09	Grill	5.09	Pan-fry																
				3.10	Deep-fry	4.10	Pan-fry	5.10	Deep-fry																
				3.11	Bake	4.11	Deep-fry	5.11	Braise																
				3.12	Braise	4.12	Broil	5.12	Pressure cook																
				3.13	Pressure cook	4.13	Pressure cook	5.13	Blanch																
				3.14	Blanch	4.14	Glaze																		
				3.15	Glaze																				

ADVANCED LEVEL

TRAINING UNITS

14. SANITATION		15. COLD LARDER		16. VEGETABLES		17. SEAFOOD		18. MEAT & POULTRY		19. SOUPS & SAUCES		20. DESSERTS		21. STOCK CONTROL		22. FOOD COSTING		23. PURCHASING	
14.01	Basic Chemistry	15.01	Appetizers	16.01	Vegetable sauces	17.01	Shellfish	18.01	Game	19.01	Special and cold soups	20.01	Dessert sauces	21.01	Good inspection	22.01	Standard portion control	23.01	Food selection
14.02	Rodent & insects	15.02	Salad dressing	16.02	Stuffed prep.	18.02	Stuffed prep.	18.02	Stuffed prep.	19.02	Cold sauces	20.02	Desserts	21.02	Storage consideration	22.02		23.02	Food specification
14.03	Equipment	15.03	Salads	16.03	Veg. fritters and croquettes			18.03	Specialty dishes	19.03	Secondary Sauce			21.03	Stock rotation	22.03		23.03	Market quotation
14.04	Equipment maintenance	15.04	Use of potential waste	16.04	Fancy potato cooking									21.04	Stock record	22.04		23.04	Market quotation
		15.05	Buffet											21.05	Stock turnover	22.05			
		15.06	Butchery											21.06	Stock security	22.06			
		15.07	Ice carving																



UNIT NO. 1 SANITATION, SAFETY AND EQUIPMENT CCDO No.		
SPECIFIC PERFORMANCE OBJECTIVES for:		
No.	TERMINAL OBJECTIVES : to be able to ...	ENABLING OBJECTIVES : will be able to ...
1.01	know the basic rules of personal hygiene.	a) understand the necessity for personal hygiene b) understand the dangers if such a program is not carried out. c) understand the accepted check list for personal hygiene and safety.
1.02	clean and maintain.	a) understand the necessity to clean and maintain equipment. b) understand the necessity to clean and maintain an establishment in accordance with the "Public Health Act" and other established standards. c) recognize food borne diseases from improper cleaning and maintenance.
1.03	know the use of detergents and pesticides.	a) know the basic chemical content of all detergents and pesticides, their toxic qualities if any, their uses, and limitations. b) understand the need for scheduling to ensure maximum effectiveness of detergents and pesticides.
		Identify all basic rules of personal hygiene. The reasons why it is so necessary to enforce such regulations.  All parts of a kitchen including storage and waste disposal areas must be cleaned and maintained in strict adherence to the Public Health Act.
		Know how, where and when to apply detergents and pesticides to eliminate bacteria or disease carry insects to conform with Public Health Act and all other related legislation.

**SPECIFIC PERFORMANCE OBJECTIVES for:**

**CCDO No.**

No.	TERMINAL OBJECTIVES : to be able to ...	ENABLING OBJECTIVES : will be able to ...	CRITERION minimum acceptable standard
1.04	work in a kitchen safely.	<ul style="list-style-type: none"> <li>a) work in a safe manner.</li> <li>b) operate all machines according to manufacturer's safety standards.</li> <li>c) recognize and act upon potential hazards.</li> </ul>	Carry out accepted safety procedures to ensure that kitchen safety is maintained.
1.05	carry out the requirements of the Sanitation Code.	<ul style="list-style-type: none"> <li>a) know the general construction of the following consistent with a good standard of sanitation:                             <ul style="list-style-type: none"> <li>- construction</li> <li>- general</li> <li>- floors</li> <li>- walls and ceilings</li> <li>- plumbing</li> <li>- general</li> <li>- water supply</li> <li>- ice</li> <li>- sewage</li> </ul> </li> <li>- food waste and garbage disposal</li> <li>- insect and rodent control</li> <li>b) note and remedy any equipment installation likely to become a health hazard</li> <li>c) note and remedy any cooking or service equipment likely to be a hazard to good health.</li> <li>d) institute and maintain good house-keeping and general maintenance habits.</li> </ul>	Be able to operate according to the Sanitation Code.

**SPECIFIC PERFORMANCE OBJECTIVES for:**

**CCDO No.**

No.	TERMINAL OBJECTIVES : to be able to...	ENABLING OBJECTIVES : will be able to...	CRITERION minimum acceptable standard
1.06	understand and carry out the requirement of the Public Health Act.	<ul style="list-style-type: none"> <li>a) know the contents of the Act.</li> <li>b) understand the meaning and requirements of the Act.</li> <li>c) carry out its requirements.</li> </ul>	Be able to operate according to the Public Health Act.
1.07	prevent food poisoning.	<ul style="list-style-type: none"> <li>a) ensure that infectious diseases are eliminated.</li> <li>b) ensure that all personnel carry out the fundamentals of personal hygiene.</li> <li>c) ensure that customer service is consistent with the prevention of food poisoning.</li> <li>d) ensure that all handling of food including:                             <ul style="list-style-type: none"> <li>- internal distribution</li> <li>- storage</li> <li>- preparation</li> </ul>                             is done correctly.                         </li> <li>e) ensure refrozen and damaged cans are destroyed.</li> <li>f) ensure food while being thawed or held ready for cooking or service be maintained in temperature to retard bacteria viruses and parasites.</li> </ul>	Be able to operate in a manner to prevent food poisoning.



SPECIFIC PERFORMANCE OBJECTIVES for:				CCDO No.
No.	TERMINAL OBJECTIVES : to be able to...	ENABLING OBJECTIVES : will be able to...	CRITERION minimum acceptable standard	
1.08	co-ordinate skill and equipment available.	<ul style="list-style-type: none"> <li>a) know the detailed processes of preparing food.</li> <li>b) know the skills needed to perform such preparation.</li> <li>c) adjust menu when skills are lacking.</li> <li>d) select equipment and labour saving devices to complement or assist available labour.</li> <li>e) co-ordinate labour and machinery to achieve highest productivity at minimum cost.</li> </ul>	Utilization of labour and equipment in the most productive economical way.	
1.09	know the theory of operating dishwashers.	<ul style="list-style-type: none"> <li>a) know how to operate a dishwasher.</li> <li>b) know how to maintain a dishwasher.</li> <li>c) know the detergents and additives used in dishwashers.</li> <li>d) know the Health Act requirements.</li> </ul>	Know how to operate any dishwasher to its maximum efficiency according to manufacturer's specifications with minimum waste and delay.	

SPECIFIC PERFORMANCE OBJECTIVES for:			UNIT NO. 2 LARDER (GARDE MANGER) ( BASIC)	CCDO No.
No.	TERMINAL OBJECTIVES : to be able to...	ENABLING OBJECTIVES : will be able to...	CRITERION minimum acceptable standard	
2.01	Know the theory of pre-cooking preparation: - meat	a) distinguish between different grades of meat. b) know the anatomy of beef, veal, lamb and pork carcasses. c) know the characteristics and uses of different cuts of meat, wholesale and retail. d) cut, trim and make ready meat cuts. e) safely use and maintain standard commercial meat cutting tools and equipment.	Know the principles of preparing and/or make ready cuts of meat for cooking or service.	
	- seafood	a) identify any type of seafood, its characteristics and usages of each. b) prepare in the required manner any seafood and make ready for cooking or service.	Know how to prepare and/or make ready any seafood for cooking or service.	
	- poultry	a) identify any poultry, its components, characteristics and menu application. b) prepare in the required manner any poultry and make ready for cooking.	Know how to prepare and/or make ready any poultry for cooking.	

SPECIFIC PERFORMANCE OBJECTIVES for:				CCDO No.
No.	TERMINAL OBJECTIVES : to be able to...	ENABLING OBJECTIVES : will be able to...	CRITERION minimum acceptable standard	
2.02	make sandwiches.	a) identify different sandwich types. b) select correct bread. c) select correct filling. d) select correct filling ingredients. e) select correct equipment for cutting and spreading. f) identify correct texture of each ingredient. g) garnish sandwiches appropriately.	Make sandwiches according to recipe and customer's requirements.	
2.03	prepare fruit.	a) select correct ingredients for recipe b) make ready ingredients as per recipe. c) make ready for service or for cooking.	Prepare fruit for service or cooking according to recipe and/or customer's requirements.	

**SPECIFIC PERFORMANCE OBJECTIVES for:**

**CCDO No.**

No.	TERMINAL OBJECTIVES : to be able to...	ENABLING OBJECTIVES : will be able to...	CRITERION minimum acceptable standard
2.04	select cheese.	<ul style="list-style-type: none"> <li>a) know the main classifications.</li> <li>b) know the different types of cheese.</li> <li>c) know the taste characteristics of each.</li> <li>d) recognize the appearance characteristics of each.</li> <li>e) know the usual forms (whole, wedge, grated etc.) used for presentation.</li> <li>f) know the cooking applications for each cheese (where applicable).</li> <li>g) make ready and garnish a cheese tray.</li> <li>h) select accompaniments for cheese presentation.</li> </ul>	Know the characteristics and use of each cheese.
2.05	make simple salads.	<ul style="list-style-type: none"> <li>a) identify the different types of lettuce.</li> <li>b) know the different types of simple salads.</li> <li>c) know the seasons when product is available.</li> <li>d) select correct ingredients for salads.</li> <li>e) know the unit cost.</li> <li>f) distinguish between different qualities of product.</li> <li>g) prepare according to recipe, select correct garnish, select correct dressing.</li> <li>h) Know how to make simple basic dressings.</li> </ul>	Make simple salads according to recipe and customer's requirements.

SPECIFIC PERFORMANCE OBJECTIVES for:			UNIT NO.3 VEGETABLES		CCDO No.
No.	TERMINAL OBJECTIVES : to be able to ...	ENABLING OBJECTIVES : will be able to ...	CRITERION minimum acceptable standard		
3.01	wash vegetables.	a) select the correct methods for washing vegetables. b) know pre-washing preparatory techniques. c) select correct washing equipment, tools or chemical.	Be able to examine vegetables for cleanliness.		
3.02	peel vegetables.	a) select correct methods for peeling vegetables. b) select correct peeling equipment or tools. c) know the correct amount of outer layer to be removed.	Be able to peel vegetables by removing the outer layer with minimum wastage.		
3.03	cut vegetables.	a) know the menu requirement. b) select correct equipment or tools. c) operate and maintain equipment and tools. d) carry-out the necessary precutting preparation.	Cut vegetables into pre-determined sizes according to menu requirement.		
3.04	seed vegetables.	a) know vegetables requiring seeding. b) prepare vegetable for seeding. c) know how to remove seeds.	Remove all seeds with minimum wastage.		



**SPECIFIC PERFORMANCE OBJECTIVES for:**

**CCDO No.**

No.	TERMINAL OBJECTIVES : to be able to...	ENABLING OBJECTIVES : will be able to...	CRITERION minimum acceptable standard
3.05	boil vegetables	<ul style="list-style-type: none"> <li>a) select and operate the correct equipment.</li> <li>b) know the correct ingredients.</li> <li>c) know the correct methods of boiling.</li> <li>d) know the correct amount of doneness.</li> <li>e) know the different methods of presenting boiled vegetables (including mashed, whipped, puree etc.)</li> </ul>	Be able to boil vegetables until tender without losing its colour or flavour.
3.06	roast vegetables	<ul style="list-style-type: none"> <li>a) select suitable vegetables for roasting</li> <li>b) select and operate correct equipment.</li> <li>c) carry out the preparatory methods and techniques for roasting.</li> <li>d) recognize the degree of doneness.</li> </ul>	Be able to roast vegetables until tender. External appearance must be consistent with the degree of doneness.
3.07	steam cook vegetables	<ul style="list-style-type: none"> <li>a) select correct vegetables suitable for steaming.</li> <li>b) select correct cooking pans.</li> <li>c) select and know how to operate pressure steamer.</li> <li>d) know when cooked.</li> </ul>	Steam cook vegetables until tender but firm.

**SPECIFIC PERFORMANCE OBJECTIVES for:**

**CCDO No.**

No.	TERMINAL OBJECTIVES : to be able to...	ENABLING OBJECTIVES : will be able to...	CRITERION minimum acceptable standard
3.08	grill vegetables.	<ul style="list-style-type: none"> <li>a) select suitable vegetables.</li> <li>b) select and operate correct grill</li> <li>c) select ingredients.</li> <li>d) carry out preparatory techniques.</li> <li>e) know when vegetables are cooked to the correct degree of doneness.</li> </ul>	Cook until tender and of even light brown appearance.
3.09	saute vegetables.	<ul style="list-style-type: none"> <li>a) select the correct kinds of vegetables suitable for sauteing.</li> <li>b) select the correct utensils and ingredients.</li> <li>c) carry out the correct preparatory methods.</li> <li>d) know the correct way to saute.</li> <li>e) know the correct amount of doneness.</li> </ul>	Be able to saute vegetables according to recipe and customer's requirements.
3.10	deep-fry vegetables.	<ul style="list-style-type: none"> <li>a) select suitable vegetables.</li> <li>b) select and operate the correct deep fryer and equipment.</li> <li>c) select correct cooking ingredients.</li> <li>d) carry out the preparatory methods.</li> <li>e) deep fry vegetables to the correct doneness.</li> </ul>	Be able to deep fry vegetables until golden brown, crusted and tender.

**SPECIFIC PERFORMANCE OBJECTIVES for:**

**CCDO No.**

No.	TERMINAL OBJECTIVES : to be able to...	ENABLING OBJECTIVES : will be able to...	CRITERION minimum acceptable standard
3.11	bake vegetables.	<ul style="list-style-type: none"> <li>a) know the menu requirement.</li> <li>b) select correct equipment and tools.</li> <li>c) know the necessary preparatory techniques.</li> <li>d) operate baking equipment.</li> <li>e) know when vegetables are cooked to the correct degree of doneness.</li> </ul>	Bake vegetables until tender but firm.
3.12	braise vegetables.	<ul style="list-style-type: none"> <li>a) select vegetables suitable for braising.</li> <li>b) select correct equipment.</li> <li>c) select correct ingredients.</li> <li>d) carry out preparatory techniques.</li> <li>e) know when cooked to the correct doneness.</li> </ul>	Braise vegetables until tender but firm.

SPECIFIC PERFORMANCE OBJECTIVES for:				CCDO No.
No.	TERMINAL OBJECTIVES : to be able to...	ENABLING OBJECTIVES : will be able to...	CRITERION minimum acceptable standard	
3.13	pressure cook vegetables.	a) select vegetables for pressure cooking. b) select and operate pressure cookers. c) select cooking ingredients for the cooking process. d) read the chart and tables of cooking times for vegetables. e) carry out correct preparatory techniques.	Be able to pressure cook vegetables to a specified tenderness, colouring and flavour.	
3.14	blanch vegetables.	a) select and operate equipment for blanching. b) know the necessary ingredients. c) know the correct preparatory methods. d) know when the vegetables are blanched.	Cook vegetables until all enzymes are inactive.	
3.15	glaze vegetables	a) select vegetable recipes suitable for glazing. b) select and operate equipment suitable for glazing. c) know the necessary ingredients. d) know the correct preparatory methods. e) know when the vegetables are glazed to the correct degree of doneness.	Glaze vegetables according to menu requirement and to an external appearance of an even golden brown.	

SPECIFIC PERFORMANCE OBJECTIVES for:			UNIT NO.4 SEAFOOD		CCDO No.
No.	TERMINAL OBJECTIVES : to be able to ...	ENABLING OBJECTIVES : will be able to ...	CRITERION minimum acceptable standard		
4.01	clean seafood.	<ul style="list-style-type: none"> <li>a) know the anatomy of seafood.</li> <li>b) know the necessary cleaning methods.</li> <li>c) select the correct tools for cleaning.</li> </ul>	Clean seafood and make ready for preparation, cooking or service.		
4.02	cut seafood.	<ul style="list-style-type: none"> <li>a) know the anatomy of seafood.</li> <li>b) know menu requirements.</li> <li>c) select correct cutting equipment and tools.</li> <li>d) know the size of portion required.</li> </ul>	Cut seafood according to menu requirements and portion size.		
4.03	know the theory of filleting fish	<ul style="list-style-type: none"> <li>a) know the anatomy of fish.</li> <li>b) select the correct tools.</li> <li>c) know the correct filleting techniques.</li> </ul>	Know the principles of cutting fillets from fish.		
4.04	bread fish.	<ul style="list-style-type: none"> <li>a) select correct type and cut of fish.</li> <li>b) select correct ingredients for breading.</li> <li>c) carry out the correct techniques for breading.</li> </ul>	Be able to bread fish according to menu requirements.		
4.05	batter fish.	<ul style="list-style-type: none"> <li>a) select fish cuts.</li> <li>b) carry out dipping techniques.</li> <li>c) allow surplus batter to drip.</li> </ul>	Batter must form an even and adequate coating.		



**SPECIFIC PERFORMANCE OBJECTIVES for:**

**CCDO No.**

No.	TERMINAL OBJECTIVES : to be able to...	ENABLING OBJECTIVES : will be able to...	CRITERION minimum acceptable standard
4.06	bake seafood.	<ul style="list-style-type: none"> <li>a) select the correct types of seafood suitable for baking.</li> <li>b) select correct temperature and operate correct equipment.</li> <li>c) select correct ingredients.</li> <li>d) carry out necessary preparatory methods.</li> <li>e) know the necessary cooking techniques.</li> <li>f) know the correct amount of doneness.</li> </ul>	Bake fish according to recipe and customer's requirements.
4.07	steam seafood.	<ul style="list-style-type: none"> <li>a) select the correct types of seafood suitable for steaming.</li> <li>b) select correct temperature and operate correct equipment.</li> <li>c) select correct ingredients.</li> <li>d) carry out necessary preparatory methods.</li> <li>e) know the necessary cooking techniques.</li> <li>f) know the correct amount of doneness.</li> </ul>	Steam fish according to recipe and customer's requirements.
4.08	poach seafood.	<ul style="list-style-type: none"> <li>a) know the correct types and cuts of seafood suitable for boiling.</li> <li>b) select the correct method of boiling.</li> <li>c) select the correct ingredients.</li> <li>d) select correct temperature and operate the correct equipment.</li> <li>e) know the correct amount of doneness.</li> </ul>	Boil seafood until tender but firm.

SPECIFIC PERFORMANCE OBJECTIVES for:			CCDO No.
No.	TERMINAL OBJECTIVES : to be able to ...	ENABLING OBJECTIVES : will be able to ...	CRITERION minimum acceptable standard
4.09	grill seafood.	a) select correct seafood for grilling. b) know the correct ingredients. c) carry out the correct preparatory methods. d) select correct temperature and operate grills. e) know the correct amount of doneness.	Seafood must be cooked evenly right through but not broken. External appearance must be consistent with degree of doneness.
4.10	pan-fry seafood.	a) select the correct kinds of seafood for pan-frying. b) select correct temperature and operate the correct equipment. c) select the correct ingredients. d) carry out the correct preparatory methods. e) recognize the correct amount of doneness.	Be able to pan-fry seafood. Must be evenly light brown outside and tender inside.
4.11	deep fry seafood.	a) select suitable seafood for deep frying. b) carry out the necessary preparatory methods. c) select correct temperature and operate deep fryers. d) know cooking techniques and equipment of deep frying. e) know the correct amount of doneness.	Cook until tender inside and golden brown outside.

**SPECIFIC PERFORMANCE OBJECTIVES for:**

**CCDO No.**

No.	TERMINAL OBJECTIVES : to be able to ...	ENABLING OBJECTIVES : will be able to ...	CRITERION minimum acceptable standard
4.12	broil seafood.	<ul style="list-style-type: none"> <li>a) select the correct types and cuts of seafood for broiling.</li> <li>b) select and operate correct equipment.</li> <li>c) select correct ingredients.</li> <li>d) carry out the necessary preparatory methods.</li> <li>e) know the necessary cooking techniques.</li> <li>f) know the correct amount of doneness.</li> </ul>	Be able to broil seafood until it is brown, firm and flaky, uniform throughout but not broken.
4.13	pressure cook seafood.	<ul style="list-style-type: none"> <li>a) select seafood suitable to pressure cook.</li> <li>b) select ingredients.</li> <li>c) carry out methods of preparation.</li> <li>d) know how to select and operate pressure cookers.</li> <li>e) read the chart and tables of cooking times for seafood.</li> </ul>	Be able to pressure cook seafood to a specified tenderness, colour and flavour.
4.14	glaze seafood	<ul style="list-style-type: none"> <li>a) select seafood recipes suitable for glazing.</li> <li>b) select and operate equipment suitable for glazing.</li> <li>c) know the necessary ingredients.</li> <li>d) know the correct preparatory methods.</li> <li>e) know when the vegetables are glazed to the correct degree of doneness.</li> </ul>	Glaze seafood according to menu requirement and external appearance is an even golden brown.

SPECIFIC PERFORMANCE OBJECTIVES for:			UNIT NO. 5 POULTRY	CCDO No.
No.	TERMINAL OBJECTIVES : to be able to...	ENABLING OBJECTIVES : will be able to...	CRITERION minimum acceptable standard	
5.01	clean poultry.	a) know the anatomy of each species of poultry. b) know the methods for removing feathers. c) know how to singe the skin surface. d) know how to eviscerate. e) know how to remove neck.	Make ready poultry for cooking or further preparation.	
5.02	cut poultry.	a) know the anatomy of each species of poultry	Cut poultry into standard cuts.	
5.03	bread poultry.	a) select correct type and cut of poultry. b) select correct breading ingredients. c) carry out correct breading techniques.	Be able to bread poultry cuts according to menu requirements.	
5.04	batter poultry.	a) select correct type and cut of poultry. b) carry out battering techniques. c) allow surplus batter to drip.	Batter must form an even and adequate coating.	

SPECIFIC PERFORMANCE OBJECTIVES for:				CCDO No.
No.	TERMINAL OBJECTIVES : to be able to...	ENABLING OBJECTIVES : will be able to...	CRITERION minimum acceptable standard	
5.05	broil poultry.	a) select the correct cuts of poultry suitable for broiling. b) select and operate the correct equipment. c) select the correct ingredients. d) carry out the correct preparatory methods. e) know the correct amount of doneness.	Be able to broil poultry until the thickest part is tender and until external appearance is consistent with degree of doneness.	
5.06	roast poultry.	a) select correct type or cuts of poultry for roasting. b) select and operate correct equipment. c) know the correct ingredients. d) carry out the correct preparatory methods. e) know the different methods of roasting. f) know the timetable for roasting poultry.	Be able to roast poultry until it is tender at the thickest point. External appearance must be consistent with degrees of doneness.	



SPECIFIC PERFORMANCE OBJECTIVES for:			CCDO No.
No.	TERMINAL OBJECTIVES : to be able to...	ENABLING OBJECTIVES : will be able to...	CRITERION minimum acceptable standard
5.07	simmer poultry.	<ul style="list-style-type: none"> <li>a) select correct poultry or cuts of poultry for simmering.</li> <li>b) select and operate correct equipment.</li> <li>c) select correct ingredients.</li> <li>d) know the simmering methods of poultry.</li> <li>e) know the correct amount of doneness.</li> </ul>	Be able to simmer poultry until tender at the thickest part.
5.08	grill poultry.	<ul style="list-style-type: none"> <li>a) select poultry or cuts of poultry for grilling.</li> <li>b) know the correct ingredients.</li> <li>c) carry out correct preparatory methods.</li> <li>d) select and operate grills.</li> <li>e) know the correct amount of doneness.</li> </ul>	Poultry must be cooked until tender at the thickest part. External appearance must be consistent with degree of doneness.
5.09	pan-fry (saute) poultry.	<ul style="list-style-type: none"> <li>a) select the suitable cuts of poultry.</li> <li>b) select and operate the necessary equipment.</li> <li>c) select the correct ingredients.</li> <li>d) carry out the correct preparatory methods.</li> <li>e) recognize the correct amount of doneness.</li> </ul>	Be able to cook poultry evenly until tender and external appearance must be consistent with degree of doneness.



SPECIFIC PERFORMANCE OBJECTIVES for:				CCDO No.
No.	TERMINAL OBJECTIVES : to be able to...	ENABLING OBJECTIVES : will be able to...	CRITERION minimum acceptable standard	
5.10	deep-fry poultry.	a) select suitable poultry or cuts of poultry. b) select and operate deep fryers. c) select correct equipment. d) carry out the necessary preparatory methods. e) know the correct cooking techniques. f) know the correct amount of doneness.	Cook until tender and until external appearance is consistent with degree of doneness.	
5.11	braise poultry	a) select poultry or cuts suitable for braising. b) select correct equipment. c) select correct ingredients. d) carry out preparatory techniques. e) know when cooked to the correct doneness.	Braise poultry until tender but firm.	

SPECIFIC PERFORMANCE OBJECTIVES for:			CCDO No.
No.	TERMINAL OBJECTIVES : to be able to...	ENABLING OBJECTIVES : will be able to...	CRITERION minimum acceptable standard
5.12	pressure cook poultry.	a) select poultry or cuts of poultry suitable for pressure cooking. b) select necessary ingredients. c) carry out the necessary preparatory methods. d) know how to select and operate pressure cookers. e) read charts and tables of cooking times for poultry.	Be able to pressure cook poultry to a specified tenderness, colour and flavour.
5.13	blanch poultry.	a) select and operate equipment for blanching. b) know the necessary ingredients. c) carry out the correct preparatory methods. d) know when poultry is blanched.	Cook poultry until outside has changed colour and texture, but the inside is still raw.

SPECIFIC PERFORMANCE OBJECTIVES for:			UNIT NO.6 MEAT & OFFAL	CCDO No.
No.	TERMINAL OBJECTIVES : to be able to ...	ENABLING OBJECTIVES : will be able to ...	CRITERION minimum acceptable standard	
6.01	broil (open fire).	a) select suitable cuts of meats for broiling.	Cook meat evenly on both sides according to customer's request (degree of doneness) as determined by touch and appearance.	
6.02	roast.	a) select cuts of meat for roasting. b) select, and use roasting pan with rack, skillet, meat thermometer, and other necessary roasting accessories. c) carry out preparatory methods and techniques for roasting. d) use time and temperature chart for roasting.	Roast meat must indicate the correct temperature on meat thermometer as specified in the temperature chart for a desired degree of doneness. (External appearance must be consistent with degree of doneness).	
6.03 6.04	grill (solid cooking surface) and pan-fry.	a) select suitable meat portions for grilling and pan-frying. b) select and use necessary grilling and pan-frying aids. c) select and operate grilling and pan-frying equipment. d) know preparatory methods and techniques for grilling and pan-frying.	Cook meat evenly on both sides according to customer's request.	
6.05	know the theory of carving.	a) select suitable meat for carving. b) select correct carving tools. c) carry out correct carving techniques. d) know correct meat portions.	Know the principles of carving meat according to customer's request and menu specifications.	

SPECIFIC PERFORMANCE OBJECTIVES for:				CCDO No.
No.	TERMINAL OBJECTIVES : to be able to...	ENABLING OBJECTIVES : will be able to...	CRITERION minimum acceptable standard	
6.06	barbecue meat.	<ul style="list-style-type: none"> <li>a) select meat for barbecueing.</li> <li>b) select, set-up and use barbecueing equipment.</li> <li>c) know preparatory methods and techniques for barbecueing.</li> </ul>	Cook barbecued meat uniformly according to customer's request as determined by touch and appearance.	
6.07	boil meat.	<ul style="list-style-type: none"> <li>a) select suitable cuts of meat for boiling.</li> <li>b) select and operate correct equipment.</li> <li>c) select correct ingredients.</li> <li>d) carry out the correct preparatory methods.</li> <li>e) know the correct amount of doneness.</li> <li>f) know the appropriate accompaniments, where applicable.</li> </ul>	Meat must be boiled until tender at the thickest part.	

SPECIFIC PERFORMANCE OBJECTIVES for:			UNIT NO. 7 SOUPS AND SAUCES	CCDO No.
No.	TERMINAL OBJECTIVES : to be able to ...	ENABLING OBJECTIVES : will be able to ...	CRITERION minimum acceptable standard	
7.01	stir soups and sauces.	a) select and use the correct equipment and tools. b) know the correct techniques for stirring. c) know stirring frequency requirement of each soup and sauce.	Be able to stir soup and sauces according to preparatory requirements.	
7.02	strain soups and sauces.	a) select and use correct tools. b) know straining techniques.	Be able to strain off unrequired portion of the mixture.	
7.03	skim soups and sauces.	a) select and use correct tools. b) know skimming techniques.	Be able to skim soups and sauces with minimum wastage.	
7.04	make stock.	a) know the ideal ingredients to make stocks. b) distinguish between the different types of stocks and reductions. c) simmer for the correct length of time for the correct resultant. d) make ready for use or storage in an acceptable manner.	Make stock suitable and consistent with the need.	



SPECIFIC PERFORMANCE OBJECTIVES for:				CCDO No.	
No.	TERMINAL OBJECTIVES : to be able to...	ENABLING OBJECTIVES : will be able to...	CRITERION minimum acceptable standard		
7.05	know the theory of making basic sauces and au jus.	<ul style="list-style-type: none"> <li>a) decide the appropriate sauce or au jus for each dish, where applicable.</li> <li>b) determine ingredients necessary.</li> <li>c) prepare according to recipe.</li> <li>d) know and add correct garnish, where applicable.</li> <li>e) serve correctly.</li> </ul>	Know the appropriate sauce or au jus consistent with recipe instruction.		
7.06	know the theory of making thick and thin soup.	<ul style="list-style-type: none"> <li>a) identify the basic ingredients.</li> <li>b) know the methods of making each thick and thin soup.</li> <li>c) relate the necessary garnish to the finished product required.</li> <li>d) serve different soups in the correct manner and container.</li> </ul>	Know how to make any thick and thin soup consistent with recipe instruction and ready for service.		



SPECIFIC PERFORMANCE OBJECTIVES for:			UNIT NO. 8 FARINACEOUS PRODUCTS	CCDO No.
No.	TERMINAL OBJECTIVES : to be able to ...	ENABLING OBJECTIVES : will be able to ...	CRITERION minimum acceptable standard	
8.01	cook pasta.	<ul style="list-style-type: none"><li>a) know the different products considered "pasta".</li><li>b) know how they are manufactured.</li><li>c) know the different menu applications.</li><li>d) know the correct way to cook them.</li><li>e) know the accompaniment for correct service.</li></ul>	Be able to cook the correct pasta to recipe and/or customer's requirement.	
8.02	make pancakes.	<ul style="list-style-type: none"><li>a) know the different dishes considered to be pancakes.</li><li>b) know the ingredients and recipes.</li><li>c) know the accompaniment of each dish</li><li>d) know how to cook each dish correctly.</li></ul>	Be able to cook pancakes according to recipe and customer's requirements.	
8.03	cook cereals.	<ul style="list-style-type: none"><li>a) know different grains considered to be cereals.</li><li>b) know their carbohydrate, fat and protein contents.</li><li>c) know their uses in cooking as fillers and binders.</li><li>d) know the different cold breakfast cereals.</li><li>e) know how to prepare and cook fine and whole grain cereals.</li></ul>	To be able to prepare (where necessary) cereal according to recipe and customer's requirements.	

SPECIFIC PERFORMANCE OBJECTIVES for:				CCDO No.
No.	TERMINAL OBJECTIVES : to be able to...	ENABLING OBJECTIVES : will be able to...	CRITERION minimum acceptable standard	
8.04	cook rice	a) know the different types of rice. b) know the different menu applications. c) know the correct cooking techniques. d) know the correct preparatory methods. e) select and operate the correct equipment. f) know how to test for the correct amount of doneness.	Cook rice according to recipe requirement.	

SPECIFIC PERFORMANCE OBJECTIVES for:			UNIT NO. 9 ELEMENTARY BAKING		CCDO No.
No.	TERMINAL OBJECTIVES : to be able to ...	ENABLING OBJECTIVES : will be able to ...	CRITERION minimum acceptable standard		
9.01	mix baking ingredients.	<ul style="list-style-type: none"> <li>a) know the correct proportions of the ingredients as per recipe.</li> <li>b) select and use tools and equipment.</li> <li>c) select the correct mixing method.</li> <li>d) know the mixing techniques and conditions viz. time, temperature and speed.</li> <li>e) recognize the correct consistence of the mixture.</li> </ul>	Be able to mix ingredients correctly in accordance with recipe instructions.		
9.02	knead baking dough.	<ul style="list-style-type: none"> <li>a) select and use tools and equipment.</li> <li>b) know the kneading techniques viz. stretching, folding, etc.</li> <li>c) judge the effects of kneading.</li> </ul>	Be able to knead doughs to obtain an even smooth surface.		
9.03	shape baking items.	<ul style="list-style-type: none"> <li>a) select and use tools and equipment.</li> <li>b) select the shaping methods viz. moulding, dividing, planning, rolling etc.</li> <li>c) know the shaping techniques as applicable.</li> </ul>	Be able to shape baking items using applicable techniques according to the shapes required.		
9.04	know the theory of baking pies and tarts.	<ul style="list-style-type: none"> <li>a) know the baking methods.</li> <li>b) know when the crust is cooked.</li> <li>c) know how to fill shells and make ready for service.</li> </ul>	Know the principles of baking pies and making ready for service according to recipe and customer's requirements.		

SPECIFIC PERFORMANCE OBJECTIVES for:				CCDO No.
No.	TERMINAL OBJECTIVES : to be able to ...	ENABLING OBJECTIVES : will be able to ...	CRITERION minimum acceptable standard	
9.05	know the theory of baking rolls	a) know the different types of rolls. b) know the shape of each. c) know the ingredients of each. d) carry out the preparatory techniques for each. e) know the correct temperature for baking. f) select correct equipment. g) know correct baking methods. h) know correct finished appearance of each. i) know when rolls are the correct doneness.	Know the principle of baking rolls to recipe.	

SPECIFIC PERFORMANCE OBJECTIVES for:				CCDO No.
No.	TERMINAL OBJECTIVES : to be able to...	ENABLING OBJECTIVES : will be able to...	CRITERION minimum acceptable standard	
9.06	know the theory of baking cookies.	a) know the different basic types of cookies. b) know the correct ingredients. c) carry out the preparatory techniques necessary. d) know the correct temperature for baking. e) select the correct equipment. f) know the correct finished appearance. g) know correct baking methods. h) know when cookies are the correct doneness.	Know the principle of baking basic types of cookies to recipe requirements.	
9.07	know the theory of baking cakes.	a) know the different types of cakes. b) know the correct ingredients. c) carry out the preparatory techniques. d) know the correct temperature for baking cakes. e) select correct equipment. f) know the correct baking methods. g) know when cakes are the correct doneness. h) know the correct method of basic cake icing.	Know the principle of baking and icing cakes to recipe and/or customer's requirements.	

SPECIFIC PERFORMANCE OBJECTIVES for:				CC DO No.
No.	TERMINAL OBJECTIVES : to be able to ...	ENABLING OBJECTIVES : will be able to ...	CRITERION minimum acceptable standard	
9.08	know the theory of preparing desserts.	a) know the different types of desserts e.g. pudding, baking items, gelatins, fruit, ice cream, etc. b) read recipe c) select the ingredients for each type of dessert d) know the methods of preparation including cooking where applicable and techniques of decorating. e) select correct mould or dessert dish f) select the appropriate accompaniments, where applicable.	Know the principle of preparing different types of desserts in accordance with standard recipes and making ready for service.	



**SPECIFIC PERFORMANCE OBJECTIVES for:**

UNIT NO. 10  
SHORT ORDER ITEMS

**CCDO No.**

No.	TERMINAL OBJECTIVES : to be able to...	ENABLING OBJECTIVES : will be able to...	CRITERION minimum acceptable standard
10.01	know the theory of cooking menu items.	<ul style="list-style-type: none"><li>a) know the menu.</li><li>b) select appropriate ingredients.</li><li>c) know preparatory methods necessary (where applicable).</li><li>d) know cooking techniques of each (where applicable).</li><li>e) select and operate necessary equipment.</li><li>f) determine cooking doneness for each item.</li></ul>	Know the principles of cooking menu items according to customer's requirements and recipe.
10.02	know the theory of using convenience foods.	<ul style="list-style-type: none"><li>a) know the forms of convenience foods available.</li><li>b) know the items available.</li><li>c) carry out preparatory methods necessary.</li><li>d) select correct equipment for cooking (where applicable).</li><li>e) know correct cooking method.</li><li>f) know correct degree of doneness required.</li></ul>	Know the principles of selecting and preparing any convenience food according to menu requirement, and to manufacturer's specifications.

SPECIFIC PERFORMANCE OBJECTIVES for:			UNIT NO. 11 NON-ALCOHOLIC BEVERAGES		CCDO No.
No.	TERMINAL OBJECTIVES : to be able to ...	ENABLING OBJECTIVES : will be able to ...	CRITERION minimum acceptable standard		
11.01	make tea.	<ul style="list-style-type: none"> <li>a) select ingredients according to customer's requirements and manufacturer's specifications.</li> <li>b) operate beverage making equipment.</li> <li>c) maintain equipment according to manufacturer's specifications.</li> </ul>	Make tea according to customer's requirements. Operate and maintain equipment according to manufacturer's specifications.		
11.02	make coffee.	<ul style="list-style-type: none"> <li>a) select ingredients according to customer's requirements and manufacturer's specifications.</li> <li>b) operate beverage making equipment.</li> <li>c) maintain equipment according to manufacturer's specifications.</li> </ul>	Make coffee according to customer's requirements. Operate and maintain equipment according to manufacturer's specifications.		
11.03	make hot drinks.	<ul style="list-style-type: none"> <li>a) select best method of making hot drinks according to customer's requirements.</li> <li>b) operate and maintain equipment according to manufacturer's specifications (where applicable).</li> </ul>	Make hot drinks according to customer's requirements. Operate and maintain equipment according to manufacturer's specifications.		
11.04	make cold drinks.	<ul style="list-style-type: none"> <li>a) select and operate suitable equipment.</li> <li>b) select ingredients according to customer's specifications.</li> </ul>	Make non-alcoholic beverage according to customer's requirements and manufacturer's specifications.		

SPECIFIC PERFORMANCE OBJECTIVES for:			UNIT NO. 12 MENU PLANNING		CCDO No.
No.	TERMINAL OBJECTIVES : to be able to...	ENABLING OBJECTIVES : will be able to...	CRITERION minimum acceptable standard		
12.01	weigh and measure food.	a) know all the standard units of weights and measures in both Imperial and Metric units and be able to calculate quantities using basic mathematics, i.e., addition, subtraction, multiplication and division up to and including fractions and decimals. b) select correct measuring equipment according to quantity and accuracy. c) read graduation of scales and measuring cups. d) measure with minimal waste.	Be able to weigh and measure using Imperial and Metric units and calculate quantities using basic mathematics.		
12.02	convert recipes from small to large numbers.	a) read a recipe b) know the conversion multiplicant from small to large numbers and vice-versa.	Convert recipes to smaller or larger quantities.		

SPECIFIC PERFORMANCE OBJECTIVES for:				CCDO No.
No.	TERMINAL OBJECTIVES : to be able to ...	ENABLING OBJECTIVES : will be able to ...	CRITERION minimum acceptable standard	
12.03	write different types of menus including dietetic.	<ul style="list-style-type: none"> <li>a) differentiate between the basic types of menus.</li> <li>b) know the four different types of diets as per the Diet Manual.</li> <li>c) know the acceptable methods of cooking for therapeutic diets.</li> <li>d) insert daily changes (where applicable).</li> <li>e) restrict menu according to customer's requirements and equipment available.</li> <li>f) offer enough variety to meet the need and time of day.</li> <li>g) vary the texture and colour on plate items.</li> <li>h) know the order items should appear on a menu.</li> <li>i) use language which will attract and help the marketing process.</li> <li>j) select menu according to the time of year.</li> </ul>	Be able to write a menu according to the customer's requirements.	

SPECIFIC PERFORMANCE OBJECTIVES for:			CCDO No.
No.	TERMINAL OBJECTIVES : to be able to ...	ENABLING OBJECTIVES : will be able to ...	CRITERION minimum acceptable standard
12.04	know about nutrition.	a) know the different food groups that make a balanced diet as per the Canada Food Guide. b) balance a menu according to nutritional value. c) know how to preserve food values in correct: <ul style="list-style-type: none"> <li>- storage</li> <li>- food preparation</li> <li>- cooking</li> </ul>	Know how to include nutrition in a menu and why.
12.05	understand menu terminology.	a) understand the chemical change of food by heat, cold or storage. b) understand a glossary of culinary terms. c) know the ingredients and cooking process of each culinary term.	Be able to read or write a menu and understand the terminologies.

SPECIFIC PERFORMANCE OBJECTIVES for:			UNIT NO. 13 TABLE SERVICE		CCDO No.
No.	TERMINAL OBJECTIVES : to be able to...	ENABLING OBJECTIVES : will be able to...	CRITERION minimum acceptable standard		
13.01	know the basic theory of waiting on tables.	<ul style="list-style-type: none"> <li>a) know the menu items.</li> <li>b) know the ingredients in each dish.</li> <li>c) write down customer's requirements.</li> <li>d) know the correct cutlery required by the customer.</li> <li>e) know the correct accompaniments for each dish.</li> <li>f) know how to serve food.</li> <li>g) know how to write out the bill.</li> <li>h) clear table for next customer.</li> <li>i) carry out opening and closing duties.</li> </ul>	Know the principles of taking a food order and serving to customer's satisfaction.		
13.02	know the theory of performing cashier's duties.	<ul style="list-style-type: none"> <li>a) operate cash registers.</li> <li>b) total up customer's checks.</li> <li>c) give customer correct change.</li> <li>d) maintain sales records.</li> </ul>	Know the principles of collecting cash receipts from customers and maintaining sales records.		



SPECIFIC PERFORMANCE OBJECTIVES for:			UNIT NO. 14 SANITATION		CCDO No.
No.	TERMINAL OBJECTIVES : to be able to...	ENABLING OBJECTIVES : will be able to...	CRITERION minimum acceptable standard		
14.01	understand basic chemistry.	<ul style="list-style-type: none"> <li>a) know the different harmful chemical changes caused by bacteria.</li> <li>b) know the different types of toxins, chemical poisons, micro-organisms and their characteristics.</li> <li>c) control transmission of infectious diseases.</li> </ul>	Know chemical effects caused by toxins, chemical poisons and micro-organisms.		
14.02	detect and prevent rodents and insects.	<ul style="list-style-type: none"> <li>a) know ways of detecting presence of rodents and insects.</li> <li>b) know conditions that encourage rodents and insects.</li> <li>c) know preventative measures through building construction.</li> </ul>	Detect rodent and insect presence and program prevention.		
14.03	know correct temperature of operation.	<ul style="list-style-type: none"> <li>a) read charts in units of Fahrenheit and Celsius.</li> <li>b) know cooking temperatures which will destroy micro-organisms and cold temperatures which will preserve foods without spoilage.</li> </ul>	Store and cook food at temperatures conducive to micro-organism control.		

SPECIFIC PERFORMANCE OBJECTIVES for:				CCDO No.
No.	TERMINAL OBJECTIVES : to be able to ...	ENABLING OBJECTIVES : will be able to ...	CRITERION minimum acceptable standard	
14.04	maintain equipment.	a) identify the basic component parts of major equipment. b) know materials used in construction. c) know maintenance necessary to ensure sanitation. d) know potential maintenance problems.	Be able to identify and report minor break-downs as well as clean and maintain equipment to eliminate micro-organisms.	

SPECIFIC PERFORMANCE OBJECTIVES for:			UNIT NO. 15 LARDER (GARDE MANGER) (ADVANCED)		CCDO No.
No.	TERMINAL OBJECTIVES : to be able to...	ENABLING OBJECTIVES : will be able to...	CRITERION minimum acceptable standard		
15.01	know the theory of preparing appetizers.	<p>a) know the basic types of hot and cold appetizers e.g.</p> <ul style="list-style-type: none"> <li>- cocktails</li> <li>- canapes</li> <li>- hors d'oeuvres</li> <li>- accompanying sauces</li> </ul> <p>b) know the ingredients for each appetizer.</p> <p>c) know the applicable cooking process, if any.</p> <p>d) know the correct form of presentation.</p> <p>e) know the appropriate accompaniments, where applicable.</p>	<p>Know the principles of making ready for service appetizers in an eye appealing and colourful manner to an acceptable standard.</p>		
15.02	prepare salad dressings.	<p>a) know the appropriate dressings for standard dressings.</p> <p>b) know the ingredients for standard salad dressings.</p> <p>c) know the methods of making standard salad dressings.</p>	<p>Prepare salad dressings to acceptable standards as determined by appearance and taste.</p>		

SPECIFIC PERFORMANCE OBJECTIVES for:				CCDO No.
No.	TERMINAL OBJECTIVES : to be able to...	ENABLING OBJECTIVES : will be able to...	CRITERION minimum acceptable standard	
15.03	prepare salads.	<p>a) know the different types of salads, e.g. - cooked - moulded - special, etc.</p> <p>b) know the recipes for making different types of salads.</p> <p>c) know the necessary preparatory methods.</p> <p>d) know the necessary dressing or other accompaniment, where applicable.</p> <p>e) know the presentation technique and general appearance of different salads.</p>	Prepare salads to an acceptable standard as determined by appearance and taste.	
15.04	know the theory of complete utilization of products.	<p>a) recognize the areas of potential waste e.g. - bones - fat - over production, etc.</p> <p>b) know the use of potential waste for standard food preparation.</p> <p>c) know the effects of waste on overall costs.</p>	Know the principles of minimizing food waste by successfully utilizing potential waste in the preparation of other whole-some standard menu items.	

SPECIFIC PERFORMANCE OBJECTIVES for:				CCDO No.
No.	TERMINAL OBJECTIVES : to be able to...	ENABLING OBJECTIVES : will be able to...	CRITERION minimum acceptable standard	
15.05	know the theory of arranging a buffet.	<ul style="list-style-type: none"> <li>a) decorate buffet platters and design a centre piece.</li> <li>b) arrange items in a buffet set-up.</li> <li>c) know the economical consideration for item arrangement, where applicable.</li> </ul>	Know the principles of arranging a buffet set-up according to requirements to achieve symmetry, overall eye appeal and ease of service.	
15.06	know the theory of handling and butchering a carcass of meat.	<ul style="list-style-type: none"> <li>a) know how to handle a carcass of meat safely.</li> <li>b) know the equipment and tools necessary to cut a carcass.</li> <li>c) know the necessary maintenance for equipment and tools.</li> <li>d) know the anatomy of each carcass of meat.</li> <li>e) know the menu requirement for each cut, wholesale and retail.</li> <li>f) know how to reduce a carcass to standard wholesale and retail cuts.</li> </ul>	Know the principles of handling a carcass of meat in a safe manner and cutting according to standard wholesale and retail cuts.	
15.07	know the theory of carving out ice.	<ul style="list-style-type: none"> <li>a) design an ice carving.</li> <li>b) select the chisels for ice carving.</li> <li>c) know the techniques of ice carving.</li> </ul>	Know the principles of carving out a specified design or shape from a piece of ice.	

SPECIFIC PERFORMANCE OBJECTIVES for:			UNIT NO. 16 VEGETABLES (ADVANCED)	CCDO No.
No.	TERMINAL OBJECTIVES : to be able to...	ENABLING OBJECTIVES : will be able to...	CRITERION minimum acceptable standard	
16.01	know the theory of preparing vegetable garnishes and variations.	<ul style="list-style-type: none"><li>a) know vegetables menu item.</li><li>b) know correct garnish requirement.</li><li>c) know ingredients for each garnish.</li><li>d) carry out preparatory techniques.</li><li>e) know cooking technique.</li><li>f) know correct doneness.</li></ul>	Know the principles of preparing correct vegetable garnishes for any vegetable according to recipe.	
16.02	know the theory of making stuffed vegetable preparations.	<ul style="list-style-type: none"><li>a) know the menu item.</li><li>b) prepare vegetable.</li><li>c) select ingredients.</li><li>d) know preparatory techniques.</li><li>e) know method of mixing ingredients (where applicable).</li><li>f) know method of cooking ingredients (where applicable).</li><li>g) know combined correct vegetable and ingredient combination.</li><li>h) know final correct presentation methods.</li></ul>	Know the principles of cooking stuffed vegetable preparation to recipe and customer's requirements.	



SPECIFIC PERFORMANCE OBJECTIVES for:				CCDO No.
No.	TERMINAL OBJECTIVES : to be able to ...	ENABLING OBJECTIVES : will be able to ...	CRITERION minimum acceptable standard	
16.03	know the theory of preparing fritters and croquettes.	<ul style="list-style-type: none"> <li>a) know the ingredients.</li> <li>b) carry out the necessary preparatory techniques.</li> <li>c) know the portion size required.</li> <li>d) select the correct equipment.</li> <li>e) know the correct cooking methods.</li> <li>f) know the correct amount of doneness.</li> </ul>	Know the principles of cooking fritters and croquettes until thoroughly heated and even golden brown.	
16.04	know the theory of preparing fancy potatoes.	<ul style="list-style-type: none"> <li>a) know the menu requirement.</li> <li>b) know the necessary ingredients.</li> <li>c) select the correct equipment.</li> <li>d) carry out the necessary preparatory techniques.</li> <li>e) know the cooking techniques.</li> <li>f) know the correct amount of doneness.</li> </ul>	Know the principles of cooking potatoes according to recipe and customer's requirements.	

SPECIFIC PERFORMANCE OBJECTIVES for:			UNIT NO. 17 SEAFOOD (ADVANCED)	CCDO No.
No.	TERMINAL OBJECTIVES : to be able to ...	ENABLING OBJECTIVES : will be able to ...	CRITERION minimum acceptable standard	
17.01	know the theory of selecting seafoods (including crustaceans, molluscs and fish).	<ul style="list-style-type: none"><li>a) recognize seafood.</li><li>b) distinguish between different types of seafood.</li><li>c) know different market forms of seafood.</li><li>d) know grading of seafood.</li><li>e) know menu applications.</li><li>f) know preparation methods.</li><li>g) know cooking or service presentation methods.</li></ul>	Know the types, menu application, preparation and service of seafood available in Canada.	

SPECIFIC PERFORMANCE OBJECTIVES for:			UNIT NO. 18 MEAT & POULTRY (ADVANCED)	CCDO No.
No.	TERMINAL OBJECTIVES : to be able to...	ENABLING OBJECTIVES : will be able to...	CRITERION minimum acceptable standard	
18.01	know the theory of preparing game birds.	<ul style="list-style-type: none"><li>a) know game birds legally available for sale.</li><li>b) know seasons fresh game available.</li><li>c) distinguish between different game birds.</li><li>d) know the different grades.</li><li>e) know the different menu applications of each.</li><li>f) know the necessary preparatory methods for cooking.</li></ul>	Know the principles of making ready game birds according to recipe and customer's requirements.	
18.02	know how to select and the theory of preparing stuffed preparations.	<ul style="list-style-type: none"><li>a) select correct stuffing, dressing, farces, duxelles according to customer's requirements.</li><li>b) know which stuffing etc. appropriate.</li><li>c) know ingredients and methods of preparation.</li></ul>	Know the principles of selecting and preparing appropriate stuffed preparation according to recipe and customer's requirements.	
18.03	know the theory of preparing popular specialty meat and poultry dishes.	<ul style="list-style-type: none"><li>a) know the menu requirement.</li><li>b) read a recipe.</li><li>c) select the correct ingredients.</li><li>d) carry-out the necessary preparation techniques.</li><li>e) know the correct cooking techniques.</li><li>f) select the correct equipment.</li><li>g) know when the dish is cooked to a correct doneness.</li></ul>	Know the principles of preparing popular specialty meat and poultry dishes.	

SPECIFIC PERFORMANCE OBJECTIVES for:			UNIT NO. 19 SOUPS AND SAUCES (ADVANCED)		CCDO No.
No.	TERMINAL OBJECTIVES : to be able to ...	ENABLING OBJECTIVES : will be able to ...	CRITERION minimum acceptable standard		
19.01	know the theory of preparing special and cold soups.	a) know the menu item. b) know the ingredients necessary. c) carry out the preparatory techniques. d) select the correct equipment. e) know the correct cooking techniques. f) know the correct texture. g) know the correct presentation for service methods.	Know the principles of cooking and making ready for service special and cold soups according to recipe and customer's specifications.		
19.02	know the theory of preparing cold sauces.	a) know the menu item. b) know the ingredients necessary. c) carry out the preparatory techniques. d) select the correct equipment. e) know the correct cooking techniques. f) know the correct amount of doneness. g) know the correct presentation for service methods.	Know the principles of cooking and making ready for service cold sauces according to recipe and customer's specifications.		

SPECIFIC PERFORMANCE OBJECTIVES for:				CCDO No.
No.	TERMINAL OBJECTIVES : to be able to ...	ENABLING OBJECTIVES : will be able to ...	CRITERION minimum acceptable standard	
19.03	know the theory of making popular secondary sauces (including sweet and sour).	a) know the menu item. b) know the correct sauce for each menu item. c) know the ingredients for each menu item. d) know the correct equipment and tools to make each item. e) carry out the correct preparatory techniques (and where applicable cooking). f) know the correct method of service.	Know the principles of selecting and making ready for service the correct sauce according to recipe, menu requirements and customer's requirement.	

SPECIFIC PERFORMANCE OBJECTIVES for:			UNIT NO. 20 DESSERTS	CC DO No.
No.	TERMINAL OBJECTIVES : to be able to ...	ENABLING OBJECTIVES : will be able to ...	CRITERION minimum acceptable standard	
20.01	know the theory of making dessert sauces.	<ul style="list-style-type: none"><li>a) know the menu item.</li><li>b) know the ingredients necessary.</li><li>c) carry out the preparatory techniques.</li><li>d) select the correct equipment.</li><li>e) know the correct cooking techniques.</li><li>f) know the correct texture.</li><li>g) know the correct presentation for service methods.</li></ul>	Know how to cook (where applicable) and make ready for service sweet sauces according to recipe and customer's specifications.	
20.02	know the theory of making advanced desserts.	<ul style="list-style-type: none"><li>a) know the menu item.</li><li>b) know the ingredients necessary.</li><li>c) carry out the preparatory techniques.</li><li>d) select the correct equipment.</li><li>e) know the correct cooking techniques.</li><li>f) know the correct texture.</li><li>g) know the correct presentation for service methods.</li></ul>	Know how to cook (where applicable) and make ready for service advanced desserts according to recipe and customer's specifications.	



SPECIFIC PERFORMANCE OBJECTIVES for:			UNIT NO. 21	CCDO No.
			STOCK CONTROL, RECEIVING & ISSUING	
No.	TERMINAL OBJECTIVES : to be able to...	ENABLING OBJECTIVES : will be able to...	CRITERION minimum acceptable standard	
21.01	inspect incoming goods.	<ul style="list-style-type: none"><li>a) understand the necessity to inspect goods.</li><li>b) read purchase requisition.</li><li>c) follow purchase specifications.</li><li>d) enforce systematic regulation of incoming and outgoing goods.</li><li>e) check goods for required quality and quantity.</li><li>f) understand the significance of signing supplier's invoice.</li></ul>	Check incoming goods to assure correct quality and quantity.	
21.02	store goods correctly.	<ul style="list-style-type: none"><li>a) know the different types of storage.</li><li>b) know the type of storage required by each item.</li><li>c) know the correct temperature for each storage area.</li><li>d) know correct maintenance of each storage area.</li><li>e) know the minimum facilities required in each storage area.</li><li>f) recognize the correct placement of foods to avoid spoilage.</li></ul>	Store goods in the correct temperature and in the correct manner to avoid spoilage.	

SPECIFIC PERFORMANCE OBJECTIVES for:				CCDO No.
No.	TERMINAL OBJECTIVES : to be able to...	ENABLING OBJECTIVES : will be able to...	CRITERION minimum acceptable standard	
21.03	rotate stock.	<ul style="list-style-type: none"> <li>a) know the date of entry each item of goods.</li> <li>b) know storage life of each item.</li> <li>c) organize the storage area so that old stock used before new.</li> </ul>	Rotate stocks to avoid loss through depreciation.	
21.04	keep stock records.	<ul style="list-style-type: none"> <li>a) record all incoming inventory for each item.</li> <li>b) record all outgoing inventory for each item.</li> <li>c) record all current market prices.</li> <li>d) record source of each purchase.</li> <li>e) record destination of all issues.</li> <li>f) keep stock cards up to date.</li> </ul>	Keep accurate up to date records of stock situation.	

SPECIFIC PERFORMANCE OBJECTIVES for:				CCDO No.
No.	TERMINAL OBJECTIVES : to be able to ...	ENABLING OBJECTIVES : will be able to ...	CRITERION minimum acceptable standard	
21.05	turnover stock.	<ul style="list-style-type: none"> <li>a) know stock at all times.</li> <li>b) advise menu maker of any item not moving.</li> <li>c) advise purchasing agent of stock requirements and stock movement.</li> <li>d) adjust stock to economical levels at all times.</li> <li>e) avoid loss and/or spoilage.</li> </ul>	Maintain stocks at high quality and economical level.	
21.06	secure stock.	<ul style="list-style-type: none"> <li>a) maintain goods flow control.</li> <li>b) eliminate unauthorized entry.</li> <li>c) maintain proper locking and surveillance facilities.</li> </ul>	Secure storage to eliminate pilferage.	

SPECIFIC PERFORMANCE OBJECTIVES for:			UNIT NO. 22 FOOD COSTING		CCDO No.
No.	TERMINAL OBJECTIVES : to be able to ...	ENABLING OBJECTIVES : will be able to ...	CRITERION minimum acceptable standard		
22.01	control food costs through standard yields and portions.	a) purchase food and know when cooked the resulting yield and loss through shrinkage. b) know the shrinkage through other chemical change and the resulting loss. c) maintain required cost through predetermined portion sizes. d) control and correct excessive shrinkage. e) institute recipes. f) institute specifications. g) eliminate waste.	Be able to control food costs through standard yields and standard portions.		

SPECIFIC PERFORMANCE OBJECTIVES for:			UNIT NO. 23 FOOD PURCHASING		CCDO No.
No.	TERMINAL OBJECTIVES : to be able to ...	ENABLING OBJECTIVES : will be able to ...	CRITERION minimum acceptable standard		
23.01	select food.	<ul style="list-style-type: none"> <li>a) identify characteristics of various food products used in a kitchen.</li> <li>b) select different classifications, grades and cuts, where applicable, of food.</li> <li>c) detect deteriorated or sub-standard food.</li> </ul>	<ul style="list-style-type: none"> <li>a) Identify all food products used in a kitchen.</li> <li>b) Select correct grade and cut, where applicable.</li> <li>c) Recognize deteriorated or sub-standard food.</li> </ul>		
23.02	determine food specifications	<ul style="list-style-type: none"> <li>a) know the methods of calculating quantities from menu, storage and other kitchen requirements.</li> <li>b) calculate yields.</li> <li>c) set standard specification for different food items.</li> <li>d) know the storage life of various food items under different conditions</li> </ul>	<p>Be able to specify the following:</p> <ul style="list-style-type: none"> <li>a) quantity</li> <li>b) quality</li> <li>c) grade</li> <li>d) item characteristics (fresh, frozen, canned, halves, sugar or no sugar)</li> </ul> <p>Be able to decide on the quantity to be purchased based on the storage life and storing facilities.</p>		

SPECIFIC PERFORMANCE OBJECTIVES for:				CCDO No.	
No.	TERMINAL OBJECTIVES : to be able to ...	ENABLING OBJECTIVES : will be able to ...	CRITERION minimum acceptable standard		
23.03	evaluate the market.	a) establish a market analysis to establish most economical purchasing procedure. b) ascertain the feasibility of using alternative products.	Be able to ascertain market trends in relation to different suppliers by evaluating cost factor with respect to: <ul style="list-style-type: none"> <li>a) availability.</li> <li>b) seasons.</li> <li>c) grades and packs.</li> <li>d) alternative items.</li> </ul>		
23.04	place orders.	a) establish a procedure for placing orders. b) systemize handling of purchasing documents. c) systemize delivery methods and cost calculations.	Be able to: <ul style="list-style-type: none"> <li>a) write purchase orders.</li> <li>b) state delivery time and method of delivery.</li> <li>c) establish delivery charge, if any.</li> </ul>		





CURRICULUM OUTLINE (ON-THE-JOB TRAINING)

**COOK**  
**TRADE**

**PART IV**

Spec. 415A



COOK

APPRENTICESHIP ON-THE-JOB UNITS & HOURS

I. Basic Course

<u>Unit No.</u>	<u>Unit</u>	<u>Hours</u> <u>O.J.T.</u>	<u>Page</u>
-	Administration (1)	-	
24	Sanitation Safety & Equipment	100	65
25	Larder	220	69
26	Vegetables	190	72
27	Seafood	170	77
28	Poultry	170	81
29	Meal & Offal	170	86
30	Soups & Sauces	310	88
31	Farinaceous Products	50	90
32	Elementary Baking	25	92
33	Short Order Items	70	96
34	Non-Alcoholic Beverages	25	97
35	Menu Planning	25	98
36	Table Service	25	101
Sub-Total		<u>1550</u>	

II. Advanced Course

<u>Unit No.</u>	<u>Unit</u>	<u>Hours</u> <u>O.J.T.</u>	<u>Page</u>
-	Administration (1)	-	
37	Sanitation	220	102
38	Larder	560	104
39	Vegetables	480	107
40	Seafood	610	109
41	Meat Poultry	610	110
42	Soups & Sauces	780	112
43	Desserts	180	114
44	Stock Control	40	115
45	Food Costing	40	118
46	Food Purchasing	30	119
Sub-Total		<u>3550</u>	
TOTAL		<u>5100</u>	

(1) no accreditation



(O.J.T.)

## TRAINING UNITS

TABLE 2  
36. SERVICE

## ADVANCED LEVEL

## TRAINING UNITS

STOCK CONTROL		45-FOOD COSTING		46-POUCHING		FOOD	
44.01	Good inspection	45.01-	Standard yield and portion control	46.01	Food selection		
44.02	Stock consideration			46.02	Food specification		
44.03	Stock rotation			46.03	Mathematical calculation		
44.04	Stock record						
44.05	Stock turnover			46.04	Oxidation		
44.06	Stock security						





SPECIFIC PERFORMANCE OBJECTIVES for			UNIT NO. 24 SANITATION, SAFETY AND EQUIPMENT	CC DO No.
No.	TERMINAL OBJECTIVES : to be able to ...	ENABLING OBJECTIVES : will be able to ...	CRITERION minimum acceptable standard	
24.01	- know the basic rules of personal hygiene.	a) understand the necessity for personal hygiene. b) understand the dangers if such a programme is not carried out. c) understand the accepted check list for personal hygiene and safety.	Identify all basic rules of personal hygiene. The reasons why it is so necessary to enforce such regulations.	
24.02	clean and maintain.	a) understand the necessity to clean and maintain equipment. b) understand the necessity to clean and maintain an establishment in accordance with the "Public Health Act" and other established standards. c) recognize food borne diseases from improper cleaning and maintenance.	All parts of a kitchen including storage and waste disposal areas must be cleaned and maintained in strict adherence to the Public Health Act.	
24.03	know the use of detergents and pesticides.	a) know the basic chemical content of all detergents and pesticides, their toxic qualities if any, their uses, and limitations. b) understand the need for scheduling to ensure maximum effectiveness of detergents and pesticides.	Know how, where and when to apply detergents and pesticides to eliminate bacteria or disease carry insects to conform with Public Health Act and all other related legislation.	

SPECIFIC PERFORMANCE OBJECTIVES for:			CCDO No.
No.	TERMINAL OBJECTIVES : to be able to...	ENABLING OBJECTIVES : will be able to...	CRITERION minimum acceptable standard
24.04	work in a kitchen safely.	a) work in a safe manner. b) operate all machines according to manufacturer's safety standards. c) recognize and act upon potential hazards.	Carry out accepted safety procedures to ensure that kitchen safety is maintained.
24.05	carry out the requirements of the Sanitation Code.	a) know the general construction of the following consistent with a good standard of sanitation: <ul style="list-style-type: none"> <li>- construction</li> <li>- general</li> <li>- floors</li> <li>- walls and ceilings</li> <li>- plumbing</li> <li>- general</li> <li>- water supply</li> <li>- ice</li> <li>- sewage</li> <li>- food waste and garbage disposal</li> <li>- insect and rodent control</li> </ul> b) note and remedy any equipment installation likely to become a health hazard c) note and remedy any cooking or service equipment likely to be a hazard to good health. d) institute and maintain good house-keeping and general maintenance habits.	Be able to operate according to the Sanitation Code.

SPECIFIC PERFORMANCE OBJECTIVES for:			CCDO No.
No.	TERMINAL OBJECTIVES : to be able to...	ENABLING OBJECTIVES : will be able to...	CRITERION minimum acceptable standard
24.06	understand and carry out the requirement of the Public Health Act.	<ul style="list-style-type: none"> <li>a) know the contents of the Act.</li> <li>b) understand the meaning and requirements of the Act.</li> <li>c) carry out its requirements.</li> </ul>	Be able to operate according to the Public Health Act.
24.07	prevent food poisoning.	<ul style="list-style-type: none"> <li>a) ensure that infectious diseases are eliminated.</li> <li>b) ensure that all personnel carry out the fundamentals of personal hygiene.</li> <li>c) ensure that customer service is consistent with the prevention of food poisoning.</li> <li>d) ensure that all handling of food including: <ul style="list-style-type: none"> <li>- internal distribution</li> <li>- storage</li> <li>- preparation</li> </ul> is done correctly.</li> <li>e) ensure refrozen and damaged cans are destroyed.</li> <li>f) ensure food while being thawed or held ready for cooking or service be maintained in temperature to retard bacteria viruses and parasites.</li> </ul>	Be able to operate in a manner to prevent food poisoning.

SPECIFIC PERFORMANCE OBJECTIVES for:				CCDO No.
No.	TERMINAL OBJECTIVES : to be able to ...	ENABLING OBJECTIVES : will be able to ...	CRITERION minimum acceptable standard	
24.08	co-ordinate skill and equipment available.	a) know the detailed processes of preparing food. b) know the skills needed to perform such preparation. c) adjust menu when skills are lacking. d) select equipment and labour saving devices to complement or assist available labour. e) co-ordinate labour and machinery to achieve highest productivity at minimum cost.	Utilization of labour and equipment in the most productive economical way.	
24.09	operate a dishwasher.	a) know how to operate a dishwasher. b) know how to maintain a dishwasher. c) know the detergents and additives used in dishwashers. d) know the Health Act requirements.	Be able to operate a dishwasher to its maximum efficiency according to manufacturer's specifications with minimum waste and delay.	

SPECIFIC PERFORMANCE OBJECTIVES for			UNIT NO. 25 LARDER (GARDE MANGER)		CCDO No.
No.	TERMINAL OBJECTIVES : to be able to...	ENABLING OBJECTIVES : will be able to...	CRITERION minimum acceptable standard		
25.01	carry out pre-cooking preparation: - meat	<ul style="list-style-type: none"> <li>a) distinguish between different grades of meat.</li> <li>b) know the anatomy of beef, veal, lamb and pork carcasses.</li> <li>c) know the characteristics and uses of different cuts of meat, wholesale and retail.</li> <li>d) cut, trim and make ready meat cuts.</li> <li>e) safely use and maintain standard commercial meat cutting tools and equipment.</li> </ul>	Prepare and/or make ready cuts of meat for cooking or service.		
	- seafood	<ul style="list-style-type: none"> <li>a) identify any type of seafood, its characteristics and usages of each.</li> <li>b) prepare in the required manner any seafood and make ready for cooking or service.</li> </ul>	Prepare and/or make ready seafood for cooking or service.		
	- poultry	<ul style="list-style-type: none"> <li>a) identify any poultry, its components, characteristics and menu application.</li> <li>b) prepare in the required manner any poultry and make ready for cooking.</li> </ul>	Prepare and/or make ready poultry for cooking.		



SPECIFIC PERFORMANCE OBJECTIVES for:				CCDO No.
No.	TERMINAL OBJECTIVES : to be able to...	ENABLING OBJECTIVES : will be able to...	CRITERION minimum acceptable standard	
25.02	make sandwiches.	<ul style="list-style-type: none"> <li>a) identify different sandwich types.</li> <li>b) select correct bread.</li> <li>c) select correct filling.</li> <li>d) select correct filling ingredients.</li> <li>e) select correct equipment for cutting and spreading.</li> <li>f) identify correct texture of each ingredient.</li> <li>g) garnish sandwiches appropriately.</li> </ul>	Make sandwiches according to recipe and customer's requirements.	
25.03	prepare fruit.	<ul style="list-style-type: none"> <li>a) select correct ingredients for recipe.</li> <li>b) make ready ingredients as per recipe</li> <li>c) make ready for service or for cooking</li> </ul>	Prepare fruit for service or cooking according to recipe and/or customer's requirements.	

SPECIFIC PERFORMANCE OBJECTIVES for:			CCDO No.
No.	TERMINAL OBJECTIVES : to be able to ...	ENABLING OBJECTIVES : will be able to ...	CRITERION minimum acceptable standard
25.04	select cheese.	a) know the main classifications. b) know the different types of cheese. c) know the taste characteristics of each. d) recognize the appearance characteristics of each. e) know the usual forms (whole, wedge, grated etc.) used for presentation. f) know the cooking applications for each cheese (where applicable). g) make ready and garnish a cheese tray. h) select accompaniments for cheese presentation.	Know the characteristics and use of each cheese.
25.05	make simple salads.	a) identify the different types of lettuce. b) know the different types of simple salads. c) know the seasons when product is available. d) select correct ingredients for salads. e) know the unit cost. f) distinguish between different qualities of product. g) prepare according to recipe, select correct garnish, select correct dressing. h) know how to make simple basic dressings.	Make simple salads according to recipe and customer's requirements.

SPECIFIC PERFORMANCE OBJECTIVES for			UNIT NO. 26 VEGETABLES	CCDO No.
No.	TERMINAL OBJECTIVES : to be able to ...	ENABLING OBJECTIVES : will be able to ...	CRITERION minimum acceptable standard	
26.01	wash vegetables.	<ul style="list-style-type: none"> <li>a) select the correct methods for washing vegetables.</li> <li>b) know pre-washing preparatory techniques.</li> <li>c) select correct washing equipment, tools or chemical.</li> </ul>	Be able to examine vegetables for cleanliness.	
26.02	peel vegetables.	<ul style="list-style-type: none"> <li>a) select correct methods for peeling vegetables.</li> <li>b) select correct peeling equipment or tools.</li> <li>c) know the correct amount of outer layer to be removed.</li> </ul>	Be able to peel vegetables by removing the outer layer with minimum wastage.	
26.03	cut vegetables.	<ul style="list-style-type: none"> <li>a) know the menu requirement.</li> <li>b) select correct equipment or tools.</li> <li>c) operate and maintain equipment and tools.</li> <li>d) carry-out the necessary precutting preparation.</li> </ul>	Cut vegetables into pre-determined sizes according to menu requirement.	
26.04	seed vegetables.	<ul style="list-style-type: none"> <li>a) know vegetables requiring seeding.</li> <li>b) prepare vegetable for seeding.</li> <li>c) know how to remove seeds.</li> </ul>	Remove all seeds with minimum wastage.	

SPECIFIC PERFORMANCE OBJECTIVES for:				CCDO No.
No.	TERMINAL OBJECTIVES : to be able to ...	ENABLING OBJECTIVES : will be able to ...	CRITERION minimum acceptable standard	
26.05	boil vegetables	<ul style="list-style-type: none"> <li>a) select and operate the correct equipment.</li> <li>b) know the correct ingredients.</li> <li>c) know the correct methods of boiling.</li> <li>d) know the correct amount of doneness.</li> <li>e) know the different methods of presenting boiled vegetables (including mashed, whipped, puree etc.)</li> </ul>	Be able to boil vegetables until tender without losing its colour or flavour.	
26.06	roast vegetables	<ul style="list-style-type: none"> <li>a) select suitable vegetables for roasting.</li> <li>b) select and operate correct equipment.</li> <li>c) carry out the preparatory methods and techniques for roasting.</li> <li>d) recognize the degree of doneness.</li> </ul>	Be able to roast vegetables until tender. External appearance must be consistent with the degree of doneness.	
26.07	steam cook vegetables	<ul style="list-style-type: none"> <li>a) select correct vegetables suitable for steaming.</li> <li>b) select correct cooking pans.</li> <li>c) select and know how to operate pressure steamer.</li> <li>d) know when cooked.</li> </ul>	Steam cook vegetables until tender but firm.	

SPECIFIC PERFORMANCE OBJECTIVES for:				CCDO No.
No.	TERMINAL OBJECTIVES : to be able to ...	ENABLING OBJECTIVES : will be able to ...	CRITERION minimum acceptable standard	
26.08	grill vegetables.	a) select suitable vegetables. b) select and operate correct grill. c) select ingredients. d) carry out preparatory techniques. e) know when vegetables are cooked to the correct degree of doneness.	Cook until tender and of even light brown appearance.	
26.09	saute vegetables.	a) select the correct kinds of vegetables suitable for sauteing. b) select the correct utensils and ingredients. c) carry out the correct preparatory methods. d) know the correct way to saute. e) know the correct amount of doneness.	Be able to saute vegetables according to recipe and customer's requirements.	
26.10	deep-fry vegetables.	a) select suitable vegetables. b) select and operate the correct deep fryer and equipment. c) select correct cooking ingredients. d) carry out the preparatory methods. e) deep fry vegetables to the correct doneness.	Be able to deep fry vegetables until golden brown, crusted and tender.	

SPECIFIC PERFORMANCE OBJECTIVES for:				CCDO No.
No.	TERMINAL OBJECTIVES : to be able to...	ENABLING OBJECTIVES : will be able to...	CRITERION minimum acceptable standard	
26.11	bake vegetables.	<ul style="list-style-type: none"> <li>a) know the menu requirement.</li> <li>b) select correct equipment and tools</li> <li>c) know the necessary preparatory techniques</li> <li>d) operate baking equipment</li> <li>e) know when vegetables are cooked to the correct degree of doneness</li> </ul>	Bake vegetables until tender but firm.	
26.12	braise vegetables.	<ul style="list-style-type: none"> <li>a) select vegetables suitable for braising.</li> <li>b) Select correct equipment.</li> <li>c) select correct ingredients.</li> <li>d) carry out preparatory techniques.</li> <li>e) know when cooked to the correct doneness.</li> </ul>	Braise vegetables until tender but firm.	



SPECIFIC PERFORMANCE OBJECTIVES for:				CCDO No.
No.	TERMINAL OBJECTIVES : to be able to...	ENABLING OBJECTIVES : will be able to...	CRITERION minimum acceptable standard	
26.13	pressure cook vegetables.	<ul style="list-style-type: none"> <li>a) select vegetables for pressure cooking.</li> <li>b) select and operate pressure cookers.</li> <li>c) select cooking ingredients for the cooking process.</li> <li>d) read the chart and tables of cooking times for vegetables.</li> <li>e) carry out correct preparatory techniques.</li> </ul>	Be able to pressure cook vegetables to a specified tenderness, colouring and flavour.	
26.14	blanch vegetables.	<ul style="list-style-type: none"> <li>a) select and operate equipment for blanching.</li> <li>b) know the necessary ingredients.</li> <li>c) know the correct preparatory methods.</li> <li>d) know when the vegetables are blanched.</li> </ul>	Cook vegetables until all enzymes are inactive.	
26.15	glaze vegetables.	<ul style="list-style-type: none"> <li>a) select vegetable recipes suitable for glazing.</li> <li>b) select and operate equipment suitable for glazing.</li> <li>c) know the necessary ingredients.</li> <li>d) know the correct preparatory methods.</li> <li>e) know when the vegetables are glazed to the correct degree of doneness.</li> </ul>	Glaze vegetables according to menu requirement to an external appearance of an even golden brown.	

SPECIFIC PERFORMANCE OBJECTIVES for			UNIT NO. 27 SEAFOOD		CCDO No.
No.	TERMINAL OBJECTIVES : to be able to ...	ENABLING OBJECTIVES : will be able to ...	CRITERION minimum acceptable standard		
27.01	clean seafood.	<ul style="list-style-type: none"> <li>a) know the anatomy of seafood.</li> <li>b) know the necessary cleaning methods.</li> <li>c) select the correct tools for cleaning.</li> </ul>	Clean seafood and make ready for preparation, cooking or service.		
27.02	cut seafood.	<ul style="list-style-type: none"> <li>a) know the anatomy of seafood.</li> <li>b) know menu requirements.</li> <li>c) select correct cutting equipment and tools.</li> <li>d) know the size of portion required.</li> </ul>	Cut seafood according to menu requirements and portion size.		
27.03	fillet fish	<ul style="list-style-type: none"> <li>a) know the anatomy of fish.</li> <li>b) select the correct tools.</li> <li>c) know the correct filleting techniques.</li> </ul>	Be able to cut fillets from fish.		
27.04	bread fish.	<ul style="list-style-type: none"> <li>a) select correct type and cut of fish.</li> <li>b) select correct ingredients for breading.</li> <li>c) carry out the correct techniques for breading.</li> </ul>	Be able to bread fish according to menu requirements.		
27.05	batter fish.	<ul style="list-style-type: none"> <li>a) select fish cuts.</li> <li>b) carry out dipping techniques.</li> <li>c) allow surplus batter to drip.</li> </ul>	Batter must form an even and adequate coating.		

SPECIFIC PERFORMANCE OBJECTIVES for:				CCDO No.
No.	TERMINAL OBJECTIVES : to be able to ...	ENABLING OBJECTIVES : will be able to ...	CRITERION minimum acceptable standard	
27.06	bake seafood.	<ul style="list-style-type: none"> <li>a) select the correct types of seafood suitable for baking.</li> <li>b) select correct temperature and operate correct equipment.</li> <li>c) select correct ingredients.</li> <li>d) carry out necessary preparatory methods</li> <li>e) know the necessary cooking techniques.</li> <li>f) know the correct amount of doneness.</li> </ul>	Bake fish according to recipe and customer's requirements.	
27.07	steam seafood.	<ul style="list-style-type: none"> <li>a) select the correct types of seafood suitable for steaming.</li> <li>b) select correct temperature and operate correct equipment.</li> <li>c) select correct ingredients.</li> <li>d) carry out necessary preparatory methods.</li> <li>e) know the necessary cooking techniques.</li> <li>f) know the correct amount of doneness.</li> </ul>	Steam fish according to recipe and customer's requirements.	
27.08	boil seafood.	<ul style="list-style-type: none"> <li>a) know the correct types and cuts of seafood suitable for boiling.</li> <li>b) select the correct method of boiling.</li> <li>c) select the correct ingredients.</li> <li>d) select correct temperature and operate the correct equipment.</li> <li>e) know the correct amount of doneness.</li> </ul>	Boil seafood until tender but firm.	

SPECIFIC PERFORMANCE OBJECTIVES for:				CCDO No.
No.	TERMINAL OBJECTIVES : to be able to ...	ENABLING OBJECTIVES : will be able to ...	CRITERION minimum acceptable standard	
27.09	grill seafood.	<ul style="list-style-type: none"> <li>a) select correct seafood for grilling.</li> <li>b) know the correct ingredients.</li> <li>c) carry out the correct preparatory methods.</li> <li>d) select correct temperature and operate grills.</li> <li>e) know the correct amount of doneness.</li> </ul>	Seafood must be cooked evenly right through but not broken. External appearance must be consistent with degree of doneness.	
27.10	pan-fry seafood.	<ul style="list-style-type: none"> <li>a) select the correct kinds of seafood for pan-frying.</li> <li>b) select correct temperature and operate the correct equipment.</li> <li>c) select the correct ingredients.</li> <li>d) carry out the correct preparatory methods.</li> <li>e) recognize the correct amount of doneness.</li> </ul>	Be able to pan-fry seafood. Must be evenly light brown outside and tender inside.	
27.11	deep fry seafood.	<ul style="list-style-type: none"> <li>a) select suitable seafood for deep frying.</li> <li>b) carry out the necessary preparatory methods.</li> <li>c) select correct temperature and operate deep fryers.</li> <li>d) know cooking techniques and equipment of deep frying.</li> <li>e) know the correct amount of doneness.</li> </ul>	Cook until tender inside and golden brown outside.	

SPECIFIC PERFORMANCE OBJECTIVES for: SEAFOOD (BASIC)				CCDO No.
No.	TERMINAL OBJECTIVES : to be able to...	ENABLING OBJECTIVES : will be able to...	CRITERION minimum acceptable standard	
27.12	broil seafood.	<ul style="list-style-type: none"> <li>a) select the correct types and cuts of seafood for broiling.</li> <li>b) select and operate correct equipment.</li> <li>c) select correct ingredients.</li> <li>d) carry out the necessary preparatory methods.</li> <li>e) know the necessary cooking techniques.</li> <li>f) know the correct amount of doneness.</li> </ul>	Be able to broil seafood until it is brown, firm and flaky, uniform throughout but not broken.	
27.13	pressure cook seafood.	<ul style="list-style-type: none"> <li>a) select seafood suitable to pressure cook.</li> <li>b) select ingredients.</li> <li>c) carry out methods of preparation.</li> <li>d) know how to select and operate pressure cookers.</li> <li>e) read the chart and tables of cooking times for seafood.</li> </ul>	Be able to pressure cook seafood to a specified tenderness, colour and flavour.	
27.14	glaze seafood.	<ul style="list-style-type: none"> <li>a) select seafood recipes suitable for glazing.</li> <li>b) select and operate equipment suitable for glazing.</li> <li>c) know the necessary ingredients.</li> <li>d) know the correct preparatory methods.</li> <li>e) know when the vegetables are glazed to the correct degree of doneness.</li> </ul>	Glaze vegetables according to menu requirement to an external appearance of an even golden brown.	



SPECIFIC PERFORMANCE OBJECTIVES for			UNIT NO. 28 POULTRY	CCDO No.
No.	TERMINAL OBJECTIVES : to be able to ...	ENABLING OBJECTIVES : will be able to ...	CRITERION minimum acceptable standard	
28.01	clean poultry.	a) know the anatomy of each species of poultry. b) know the methods for removing feathers. c) know how to singe the skin surface. d) know how to eviscerate. e) know how to remove neck..	Make ready poultry for cooking or further preparation.	
28.02	cut poultry.	a) know the anatomy of each species of poultry.	Cut poultry into standard cuts.	
28.03	bread poultry.	a) select correct type and cut of poultry. b) select correct breadng ingredients. c) carry out correct breadng techniques.	Be able to bread poultry cuts according to menu requirements.	
28.04	batter poultry.	a) select correct type and cut of poultry. b) carry out battering techniques. c) allow surplus batter to drip.	Batter must form an even and adequate coating.	



SPECIFIC PERFORMANCE OBJECTIVES for:				CCDO No.
No.	TERMINAL OBJECTIVES : to be able to ...	ENABLING OBJECTIVES : will be able to ...	CRITERION minimum acceptable standard	
28.05	broil poultry.	<ul style="list-style-type: none"> <li>a) select the correct cuts of poultry suitable for broiling.</li> <li>b) select and operate the correct equipment.</li> <li>c) select the correct ingredients.</li> <li>d) carry out the correct preparatory methods.</li> <li>e) know the correct amount of doneness.</li> </ul>	Be able to broil poultry until the thickest part is tender and until external appearance is consistent with degree of doneness.	
28.06	roast poultry.	<ul style="list-style-type: none"> <li>a) select correct type or cuts of poultry for roasting.</li> <li>b) select and operate correct equipment.</li> <li>c) know the correct ingredients.</li> <li>d) carry out the correct preparatory methods.</li> <li>e) know the different methods of roasting.</li> <li>f) know the timetable for roasting poultry.</li> </ul>	Be able to roast poultry until it is tender at the thickest point. External appearance must be consistent with degrees of doneness.	

SPECIFIC PERFORMANCE OBJECTIVES for:			CCDO No.	
No.	TERMINAL OBJECTIVES : to be able to ...	ENABLING OBJECTIVES : will be able to ...	CRITERION minimum acceptable standard	
28.07	simmer poultry.	<ul style="list-style-type: none"> <li>a) select correct poultry or cuts of poultry for simmering.</li> <li>b) select and operate correct equipment.</li> <li>c) select correct ingredients.</li> <li>d) know the methods to simmer poultry.</li> <li>e) know the correct amount of doneness.</li> </ul>	Be able to boil poultry until tender at the thickest part.	
28.08	grill poultry.	<ul style="list-style-type: none"> <li>a) select poultry or cuts of poultry for grilling.</li> <li>b) know the correct ingredients.</li> <li>c) carry out correct preparatory methods.</li> <li>d) select and operate grills.</li> <li>e) know the correct amount of doneness.</li> </ul>	Poultry must be cooked until tender at the thickest part. External appearance must be consistent with degree of doneness	
28.09	pan-fry (saute) poultry.	<ul style="list-style-type: none"> <li>a) select the suitable cuts of poultry.</li> <li>b) select and operate the necessary equipment.</li> <li>c) select the correct ingredients.</li> <li>d) carry out the correct preparatory methods.</li> <li>e) recognize the correct amount of doneness.</li> </ul>	Be able to cook poultry evenly until tender and external appearance must be consistent with the degree of doneness.	

SPECIFIC PERFORMANCE OBJECTIVES for:				CCDO No.
No.	TERMINAL OBJECTIVES : to be able to...	ENABLING OBJECTIVES : will be able to...	CRITERION minimum acceptable standard	
28.10	deep-fry poultry.	a) select suitable poultry or cuts of poultry. b) select and operate deep fryers. c) select correct equipment. d) carry out the necessary preparatory methods. e) know the correct cooking techniques. f) know the correct amount of doneness.	Cook until tender and external appearance must be consistent with the degree of doneness.	
28.11	braise poultry.	a) select poultry or cuts suitable for braising. b) select correct equipment. c) select correct ingredients. d) carry out preparatory techniques. e) know when cooked to the correct doneness.	Braise poultry until tender but firm.	

SPECIFIC PERFORMANCE OBJECTIVES for:				CCDO No.
No.	TERMINAL OBJECTIVES : to be able to ...	ENABLING OBJECTIVES : will be able to ...	CRITERION minimum acceptable standard	
28.12	pressure cook poultry.	<ul style="list-style-type: none"> <li>a) select poultry or cuts of poultry suitable for pressure cooking.</li> <li>b) select necessary ingredients.</li> <li>c) carry out the necessary preparatory methods.</li> <li>d) know how to select and operate pressure cookers.</li> <li>e) read charts and tables of cooking times for poultry.</li> </ul>	Be able to pressure cook poultry to a specified tenderness, colour and flavour.	
28.13	blanch poultry.	<ul style="list-style-type: none"> <li>a) select and operate equipment for blanching.</li> <li>b) know the necessary ingredients.</li> <li>c) carry out the correct preparatory methods.</li> <li>d) know when poultry is blanched.</li> </ul>	Cook poultry until outside has changed colour and texture, but the inside is still raw.	

SPECIFIC PERFORMANCE OBJECTIVES for:			UNIT NO. 29 MEAT AND OFFAL		CCDO No.
No.	TERMINAL OBJECTIVES : to be able to ...	ENABLING OBJECTIVES : will be able to ...	CRITERION minimum acceptable standard		
29.01	broil (open fire).	a) select suitable cuts of meats for broiling. b) select and use broiling equipment. c) know preparatory methods and techniques of broiling.	Cook meat evenly on both sides according to customer's request (degree of doneness) as determined by touch and appearance.		
29.02	roast.	a) select cuts of meat for roasting. b) select, and use roasting pan with rack, skillet, meat thermometer, and other necessary roasting accessories. c) carry out preparatory methods and techniques for roasting. d) use time and temperature chart for roasting.	Roast meat must indicate the correct temperature on meat thermometer as specified in the temperature chart for a desired degree of doneness. (External appearance must be consistent with degree of doneness.)		
29.03 29.04	grill (solid cooking surface) and pan-fry.	a) select suitable meat portions for grilling and pan-frying. b) select and use necessary grilling and pan-frying aids. c) select and operate grilling and pan-frying equipment. d) know preparatory methods and techniques for grilling and pan-frying.	Cook meat evenly on both sides according to customer's request.		

SPECIFIC PERFORMANCE OBJECTIVES for:				CCDO No.
No.	TERMINAL OBJECTIVES : to be able to ...	ENABLING OBJECTIVES : will be able to ...	CRITERION minimum acceptable standard	
29.05	carve.	<ul style="list-style-type: none"> <li>a) select suitable meat for carving.</li> <li>b) select correct carving tools.</li> <li>c) carry out correct carving techniques.</li> <li>d) know correct meat portions.</li> </ul>	Be able to carve meat according to customer's request and menu specifications.	
29.06	barbecue meat.	<ul style="list-style-type: none"> <li>a) select meat for barbecueing.</li> <li>b) select, set-up and use barbecueing equipment.</li> <li>c) know preparatory methods and techniques for barbecueing.</li> </ul>	Cook barbecued meat uniformly according to customer's request as determined by touch and appearance.	
29.07	boil meat.	<ul style="list-style-type: none"> <li>a) select suitable cuts of meat for boiling.</li> <li>b) select and operate correct equipment.</li> <li>c) select correct ingredients.</li> <li>d) carry out the correct preparatory methods.</li> <li>e) know the correct amount of doneness.</li> <li>f) know the appropriate accompaniments, where applicable.</li> </ul>	Meat must be boiled until tender at the thickest part.	



SPECIFIC PERFORMANCE OBJECTIVES for				UNIT NO. 30 SOUPS AND SAUCES		CCDO No.
No.	TERMINAL OBJECTIVES : to be able to ...	ENABLING OBJECTIVES : will be able to ...	CRITERION minimum acceptable standard			
30.01	stir soups and sauces.	a) select and use the correct equipment and tools. b) know the correct techniques for stirring. c) know stirring frequency requirement of each soup and sauce.	Be able to stir soup and sauces according to preparatory requirements.			
30.02	strain soups and sauces.	a) select and use correct tools. b) know straining techniques.	Be able to strain off unrequired portion of the mixture.			
30.03	skim soups and sauces.	a) select and use correct tools. b) know skimming techniques.	Be able to skim soups and sauces with minimum wastage.			
30.04	make stock.	a) know the ideal ingredients to make stocks. b) distinguish between the different types of stocks and reductions. c) simmer for the correct length of time for the correct resultant. d) make ready for use or storage in an acceptable manner.	Make stock suitable and consistent with the need.			

SPECIFIC PERFORMANCE OBJECTIVES for:				CCDO No.
No.	TERMINAL OBJECTIVES : to be able to...	ENABLING OBJECTIVES : will be able to...	CRITERION minimum acceptable standard	
30.05	make basic sauces and au jus.	a) decide the appropriate sauce or au jus for each dish, where applicable. b) determine ingredients necessary. c) prepare according to recipe. d) know and add correct garnish, where applicable. e) serve correctly.	Make appropriate sauce or au jus consistent with recipe instruction.	
30.06	make thick and thin soup.	a) identify the basic ingredients. b) know the methods of making each thick and thin soup. c) relate the necessary garnish to the finished product required. d) serve different soups in the correct manner and container.	Make any thick and thin soup consistent with recipe instruction and ready for service.	

SPECIFIC PERFORMANCE OBJECTIVES for			UNIT NO. 31 FARINACEOUS PRODUCT		CCDO No.
No.	TERMINAL OBJECTIVES : to be able to ...	ENABLING OBJECTIVES : will be able to ...	CRITERION minimum acceptable standard		
31.01	cook pasta.	a) know the different products considered "pasta". b) know how they are manufactured. c) know the different menu applications. d) know the correct way to cook them. e) know the accompaniment for correct service.	Be able to cook the correct pasta to recipe and/or customer's requirements.		
31.02	make pancakes.	a) know the different dishes considered to be pancakes. b) know the ingredients and recipes. c) know the accompaniment of each dish d) know how to cook each dish correctly.	Be able to cook pancakes according to recipe and customer's requirements.		
31.03	cook cereals.	a) know different grains considered to be cereals. b) know their carbohydrate, fat and protein contents. c) know their uses in cooking as fillers and binders d) know the different cold breakfast cereals. e) know how to prepare and cook fine and whole grain cereals.	Be able to prepare (where necessary) any cereal according to recipe and customer's requirements.		

SPECIFIC PERFORMANCE OBJECTIVES for:			CCDO No.
No.	TERMINAL OBJECTIVES : to be able to ...	ENABLING OBJECTIVES : will be able to ...	CRITERION minimum acceptable standard
31.04	cook rice.	a) know the different types of rice. b) know the different menu applications. c) know the correct cooking techniques. d) know the correct preparatory methods. e) select and operate the correct equipment. f) know how to test for correct amount of doneness.	Cook rice according to recipe requirement.

SPECIFIC PERFORMANCE OBJECTIVES for			UNIT NO.32 ELEMENTARY BAKING		CCDO No.
No.	TERMINAL OBJECTIVES : to be able to ...	ENABLING OBJECTIVES : will be able to ...	CRITERION minimum acceptable standard		
32.01	mix baking ingredients.	<ul style="list-style-type: none"> <li>a) know the correct proportions of the ingredients as per recipe.</li> <li>b) select and use tools and equipment.</li> <li>c) select the correct mixing method.</li> <li>d) know the mixing techniques and conditions viz. time, temperature and speed.</li> <li>e) recognize the correct consistency of the mixture.</li> </ul>	Be able to mix ingredients correctly in accordance with recipe instructions.		
32.02	knead baking dough.	<ul style="list-style-type: none"> <li>a) select and use tools and equipment.</li> <li>b) know the kneading techniques viz. stretching, folding, etc.</li> <li>c) judge the effects of kneading.</li> </ul>	Be able to knead doughs to obtain an even smooth surface.		
32.03	shape baking items.	<ul style="list-style-type: none"> <li>a) select and use tools and equipment.</li> <li>b) select the shaping methods viz. moulding dividing, panning. rolling, etc.</li> <li>c) know the shaping techniques as applicable.</li> </ul>	Be able to shape baking items using applicable techniques according to the shapes required.		
32.04	bake pies and tarts.	<ul style="list-style-type: none"> <li>a) know the baking methods.</li> <li>b) know when the crust is cooked.</li> <li>c) know how to fill shells and make ready for service.</li> </ul>	Bake pies and make ready for service according to recipe and customer's requirements.		

SPECIFIC PERFORMANCE OBJECTIVES for:				CCDO No.
No.	TERMINAL OBJECTIVES : to be able to...	ENABLING OBJECTIVES : will be able to...	CRITERION minimum acceptable standard	
32.05	bake rolls.	a) know the different types of rolls. b) know the shape of each. c) know the ingredients of each. d) carry out the preparatory techniques for each. e) know the correct temperature for baking. f) select correct equipment. g) know correct baking methods. h) know correct finished appearance of each. i) know when rolls are the correct doneness.	Bake any rolls to recipe and customer's specifications.	



SPECIFIC PERFORMANCE OBJECTIVES for:			CCDO No.
No.	TERMINAL OBJECTIVES : to be able to ...	ENABLING OBJECTIVES : will be able to ...	CRITERION minimum acceptable standard
32.06	bake cookies.	a) know the different basic types of cookies. b) know the correct ingredients. c) carry out the preparatory techniques necessary. d) know the correct temperature for baking. e) select the correct equipment. f) know the correct finished appearance. g) know correct baking methods. h) know when cookies are the correct doneness.	Bake basic types of cookies to recipe requirements.
32.07	bake cakes.	a) know the different types of cakes. b) know the correct ingredients. c) carry out the preparatory techniques. d) know the correct temperature for baking cakes. e) select correct equipment. f) know the correct baking methods. g) know when cakes are the correct doneness. h) know the correct method of basic cake icing.	Bake and ice cakes to recipe and/or customer's requirements.

SPECIFIC PERFORMANCE OBJECTIVES for:				CCDO No.
No.	TERMINAL OBJECTIVES : to be able to...	ENABLING OBJECTIVES : will be able to...	CRITERION minimum acceptable standard	
32.08	prepare desserts.	a) know the different types of desserts e g., pudding, baked items, gelatins, fruit, ice cream, etc. b) read recipe c) select the ingredients for each type of dessert. d) know the methods of preparation including cooking where applicable and techniques of decorating e) select correct mould or dessert dish f) select the appropriate accompaniments, where applicable.	Prepare different types of desserts in accordance with standard recipes and make ready for service.	

SPECIFIC PERFORMANCE OBJECTIVES for			UNIT NO. 33 SHORT ORDER ITEMS		CCDO No.
No.	TERMINAL OBJECTIVES : to be able to ...	ENABLING OBJECTIVES : will be able to ...	CRITERION minimum acceptable standard		
33.01	cook breakfast items.	<ul style="list-style-type: none"> <li>a) know the menu.</li> <li>b) select appropriate ingredients.</li> <li>c) know preparatory methods necessary (where applicable).</li> <li>d) know cooking techniques of each (where applicable).</li> <li>e) select and operate necessary equipment.</li> <li>f) determine cooking doneness for each item.</li> </ul>	Cook breakfast items according to customer's requirements and recipe.		
33.02	use convenience foods.	<ul style="list-style-type: none"> <li>a) know the forms of convenience foods available.</li> <li>b) know the items available.</li> <li>c) carry out preparatory methods necessary</li> <li>d) select correct equipment for cooking (where applicable).</li> <li>e) know correct cooking method.</li> <li>f) know correct degree of doneness required.</li> </ul>	Select and prepare any convenience food according to menu requirement and manufacturer's specifications.		

SPECIFIC PERFORMANCE OBJECTIVES for			UNIT NO. 34 NON-ALCOHOLIC BEVERAGES		CCDO No.
No.	TERMINAL OBJECTIVES : to be able to ...	ENABLING OBJECTIVES : will be able to ...	CRITERION minimum acceptable standard		
34.01	make tea.	<ul style="list-style-type: none"> <li>a) select ingredients according to customer's requirements and manufacturer's specifications.</li> <li>b) operate beverage making equipment.</li> <li>c) maintain equipment according to manufacturer's specifications.</li> </ul>	Make tea according to customer's requirements. Operate and maintain equipment according to manufacturer's specifications.		
34.02	make coffee.	<ul style="list-style-type: none"> <li>a) select ingredients according to customer's requirements and manufacturer's specifications.</li> <li>b) operate beverage making equipment.</li> <li>c) maintain equipment according to manufacturer's specifications.</li> </ul>	Make coffee according to customer's requirements. Operate and maintain equipment according to manufacturer's specifications.		
34.03	make hot drinks.	<ul style="list-style-type: none"> <li>a) select best method of making hot drinks according to customer's requirements.</li> <li>b) operate and maintain equipment according to manufacturer's specifications (where applicable).</li> </ul>	Make hot drinks according to customer's requirements. Operate and maintain equipment according to manufacturer's specifications.		
34.04	make cold drinks.	<ul style="list-style-type: none"> <li>a) select and operate suitable equipment.</li> <li>b) select ingredients according to customer's specifications.</li> </ul>	Make non-alcoholic beverage according to customer's requirements and manufacturer's specifications.		

SPECIFIC PERFORMANCE OBJECTIVES for			UNIT NO. 35 MENU PLANNING		CCDO No.
No.	TERMINAL OBJECTIVES : to be able to ...	ENABLING OBJECTIVES : will be able to ...	CRITERION minimum acceptable standard		
35.01	weigh and measure food.	a) know all the standard units of weights and measures in both Imperial and Metric units and be able to calculate quantities using basic mathematics, i.e., addition, subtraction, multiplication and division up to and including fractions and decimals. b) select correct measuring equipment according to quantity and accuracy. c) read graduation of scales and measuring cups. d) measure with minimal waste.	Be able to weigh and measure using Imperial and Metric units and calculate quantities using basic mathematics.		
35.02	convert recipes from small to large numbers.	a) read a recipe. b) know the conversion multiplicant from small to large numbers and vice-versa.	Convert recipes to smaller or larger quantities.		

SPECIFIC PERFORMANCE OBJECTIVES for:			CCDO No.
No.	TERMINAL OBJECTIVES : to be able to ...	ENABLING OBJECTIVES : will be able to ...	CRITERION minimum acceptable standard
35.03	write different types of menus including dietetic.	<p>a) differentiate between the basic types of menus.</p> <p>b) know the four different types of diets as per the Diet Manual.</p> <p>c) know the acceptable methods of cooking for therapeutic diets.</p> <p>d) insert daily changes (where applicable).</p> <p>e) restrict menu according to customer's requirements and equipment available.</p> <p>f) offer enough variety to meet the need and time of day.</p> <p>g) vary the texture and colour on plate items.</p> <p>h) know the order items should appear on a menu.</p> <p>i) use language which will attract and help the marketing process.</p> <p>j) select menu according to the time of year.</p>	Be able to write a menu according to the customer's requirements.



SPECIFIC PERFORMANCE OBJECTIVES for:			CCDO No.
No.	TERMINAL OBJECTIVES : to be able to ...	ENABLING OBJECTIVES : will be able to ...	CRITERION minimum acceptable standard
35.04	know about nutrition.	a) know the different food groups that make a balanced diet as per the Canada Food Guide. b) balance a menu according to nutritional value. c) know how to preserve food values in correct: <ul style="list-style-type: none"> <li>- storage</li> <li>- food preparation</li> <li>- cooking</li> </ul>	Know how to include nutrition in a menu and why.
35.05	understand menu terminology.	a) understand the chemical change of food by heat, cold or storage. b) understand a glossary of culinary terms. c) know the ingredients and cooking process of each culinary term.	Be able to read or write a menu and understand the terminologies.

SPECIFIC PERFORMANCE OBJECTIVES for			CCDO No.	
			UNIT NO. 36 TABLE SERVICE	
No.	TERMINAL OBJECTIVES : to be able to...	ENABLING OBJECTIVES : will be able to...	CRITERION minimum acceptable standard	
36.01	wait on tables.	a) know the menu items. b) know the ingredients in each dish. c) write down customer's requirements. d) know the correct cutlery required by the customer. e) know the correct accompaniments for each dish. f) know how to serve food. g) know how to write out the bill. h) clear table for next customer. i) carry out opening and closing duties.	Be able to take a food order and serve to customer's satisfaction.	
36.02	perform cashier's duties.	a) operate cash registers. b) total up customer's checks. c) give customer correct change. d) maintain sales records.	Be able to collect cash receipts from customer's and maintain sales records.	

SPECIFIC PERFORMANCE OBJECTIVES for:			UNIT NO 37 SANITATION		CCDO No.
No.	TERMINAL OBJECTIVES : to be able to ...	ENABLING OBJECTIVES : will be able to ...	CRITERION minimum acceptable standard		
37.01	understand basic chemistry.	<ul style="list-style-type: none"> <li>a) know the different harmful chemical changes caused by bacteria.</li> <li>b) know the different types of toxins, chemical poisons, micro-organisms and their characteristics.</li> <li>c) control transmission of infectious diseases.</li> </ul>	Know chemical effects caused by toxins, chemical poisons and micro-organisms.		
37.02	detect and prevent rodents and insects.	<ul style="list-style-type: none"> <li>a) know ways of detecting presence of rodents and insects.</li> <li>b) know conditions that encourage rodents and insects.</li> <li>c) know preventative measures through building construction.</li> </ul>	Detect rodent and insect presence and programme prevention.		
37.03	know correct temperature of operation.	<ul style="list-style-type: none"> <li>a) read charts in units of Fahrenheit and Celsius.</li> <li>b) know cooking temperatures which will destroy micro-organisms and cold temperatures which will preserve foods without spoilage.</li> </ul>	Store and cook food at temperatures conducive to micro-organism control.		

SPECIFIC PERFORMANCE OBJECTIVES for:				CCDO No.
No.	TERMINAL OBJECTIVES : to be able to...	ENABLING OBJECTIVES : will be able to...	CRITERION minimum acceptable standard	
37.04	maintain equipment.	a) identify the basic component parts of major equipment. b) know materials used in construction. c) know maintenance necessary to ensure sanitation. d) know potential maintenance problems.	Be able to identify and report minor break-downs as well as clean and maintain equipment to eliminate micro-organisms.	

SPECIFIC PERFORMANCE OBJECTIVES for:			UNIT NO. 38 LARDER (GARDE MANGER) (ADVANCED)		CCDO No.
No.	TERMINAL OBJECTIVES : to be able to...	ENABLING OBJECTIVES : will be able to...	CRITERION minimum acceptable standard		
38.01	prepare appetizers.	<p>a) know the basic types of hot and cold appetizers e.g.</p> <ul style="list-style-type: none"> <li>- cocktails</li> <li>- canapes</li> <li>- hors d'Oeuvres</li> <li>- accompanying sauces</li> </ul> <p>b) know the ingredients for each appetizer.</p> <p>c) know the applicable cooking process, if any.</p> <p>d) know the correct form of presentation.</p> <p>e) know the appropriate accompaniments, where applicable.</p>	Make ready for service appetizers in an eye appealing and colourful manner to an acceptable standard.		
38.02	prepare salad dressings.	<p>a) know the appropriate dressings for standard dressings.</p> <p>b) know the ingredients for standard salad dressings.</p> <p>c) know the methods of making standard salad dressings.</p>	Prepare salad dressings to acceptable standard as determined by appearance and taste.		

SPECIFIC PERFORMANCE OBJECTIVES for:				CCDO No.
No.	TERMINAL OBJECTIVES : to be able to ...	ENABLING OBJECTIVES : will be able to ...	CRITERION minimum acceptable standard	
38.03	prepare salads.	a) know the different types of salads, e.g. - cooked - moulded - special, etc. b) know the recipes for making different types of salads. c) know the necessary preparatory methods. d) know the necessary dressing or other accompaniment, where applicable. e) know the presentation technique and general appearance of different salads.	Prepare salads to an acceptable standard as determined by appearance and taste.	
38.04	know how to minimize waste.	a) recognize the areas of potential waste e.g. - bones - fats - over production, etc. b) know the use of potential waste for standard food preparation. c) know the effects of waste on overall costs.	Minimize food waste by successfully utilizing potential waste in the preparation of other wholesome standard menu items.	



SPECIFIC PERFORMANCE OBJECTIVES for:				CCDO No.
No.	TERMINAL OBJECTIVES : to be able to...	ENABLING OBJECTIVES : will be able to...	CRITERION minimum acceptable standard	
38.05	arrange a buffet.	<ul style="list-style-type: none"> <li>a) decorate buffet platters and design a centre piece.</li> <li>b) arrange items in a buffet set-up.</li> <li>c) know the economical consideration for item arrangement, where applicable.</li> </ul>	<p>Arrange a buffet set-up according to requirements to achieve symmetry, overall eye appeal and ease of service.</p>	
38.06	handle and butcher a carcass of meat.	<ul style="list-style-type: none"> <li>a) know how to handle a carcass of meat safely.</li> <li>b) know the equipment and tools necessary to cut a carcass.</li> <li>c) know the necessary maintenance for equipment and tools.</li> <li>d) know the anatomy of each carcass of meat.</li> <li>e) know the menu requirement for each cut, wholesale and retail.</li> <li>f) know how to reduce a carcass to standard wholesale and retail cuts.</li> </ul>	<p>Handle a carcass of meat in a safe manner and cut according to standard wholesale and retail cuts.</p>	
38.07	carve out ice.	<ul style="list-style-type: none"> <li>a) design an ice carving.</li> <li>b) select the chisels for ice carving.</li> <li>c) know the techniques of ice carving.</li> </ul>	<p>Carve out a specified design or shape from a piece of ice.</p>	

SPECIFIC PERFORMANCE OBJECTIVES for			UNIT NO. 39 VEGETABLES (ADVANCED)	CCDO No.
No.	TERMINAL OBJECTIVES : to be able to ...	ENABLING OBJECTIVES : will be able to ...	CRITERION minimum acceptable standard	
39.01	prepare vegetable garnishes and variations.	a) know vegetables menu item. b) know correct garnish requirement. c) know ingredients for each garnish. d) carry out preparatory techniques. e) know cooking technique. f) know correct doneness.	Prepare correct vegetable sauce for any vegetable according to recipe.	
39.02	make stuffed vegetable preparations.	a) know the menu item. b) prepare vegetable. c) select ingredients. d) know preparatory techniques. e) know method of mixing ingredients (where applicable). f) know method of cooking ingredients (where applicable). g) know combined correct vegetable and ingredient combination. h) know final correct presentation methods.	Cook stuffed vegetable preparation to recipe and customer's requirements.	

SPECIFIC PERFORMANCE OBJECTIVES for:				CCDO No.
No.	TERMINAL OBJECTIVES : to be able to ...	ENABLING OBJECTIVES : will be able to ...	CRITERION minimum acceptable standard	
39.03	prepare fritters and croquettes.	a) know the ingredients. b) carry out the necessary preparatory techniques. c) know the portion size required. d) select the correct equipment. e) know the correct cooking methods. f) know the correct amount of doneness.	Cook fritters and croquettes until thoroughly heated and an even golden brown.	
39.04	prepare fancy potatoes.	a) know the menu requirement. b) know the necessary ingredients. c) select the correct equipment. d) carry out the necessary preparatory techniques. e) know the cooking techniques. f) know the correct amount of doneness.	Cook potatoes according to recipe and customer's requirements.	

SPECIFIC PERFORMANCE OBJECTIVES for:			CCDO No.
UNIT NO. 40 SEAFOOD (ADVANCED)			
No.	TERMINAL OBJECTIVES : to be able to ...	ENABLING OBJECTIVES : will be able to ...	CRITERION minimum acceptable standard
40.01	select seafoods (including crustaceans, molluscs and fish).	<ul style="list-style-type: none"> <li>a) recognize seafood.</li> <li>b) distinguish between different types of seafood.</li> <li>c) know different market forms of seafood.</li> <li>d) know grading of seafood.</li> <li>e) know menu applications.</li> <li>f) know preparation methods.</li> <li>g) know cooking or service presentation methods.</li> </ul>	Know the types, menu application, preparation and service of seafood available in Canada.

SPECIFIC PERFORMANCE OBJECTIVES for			UNIT NO. 41 MEAT AND POULTRY (ADVANCED)		CC DO No.
No.	TERMINAL OBJECTIVES : to be able to ...	ENABLING OBJECTIVES : will be able to ...	CRITERION minimum acceptable standard		
41.01	Prepare game birds	<ul style="list-style-type: none"> <li>a) know game birds legally available for sale</li> <li>b) know seasons fresh game available</li> <li>c) distinguish between different game birds</li> <li>d) know the different grades</li> <li>e) know the different menu applications of each</li> <li>f) know the necessary preparatory methods for cooking</li> </ul>	Make ready game birds according to recipe and customer's requirements.		
41.02	Select and prepare stuffed preparations	<ul style="list-style-type: none"> <li>a) select correct stuffing, dressing, farces, duxelles according to customer's requirements</li> <li>b) know which stuffing etc. appropriate</li> <li>c) know ingredients and methods of preparation</li> </ul>	Select and prepare appropriate stuffed preparation according to recipe and customer's requirements.		

SPECIFIC PERFORMANCE OBJECTIVES for:				CCDO No.
No.	TERMINAL OBJECTIVES : to be able to...	ENABLING OBJECTIVES : will be able to...	CRITERION minimum acceptable standard	
41.03	prepare popular specialty meat and poultry dishes.	a) know the menu requirement. b) read a recipe. c) select the correct ingredients. d) carry out the necessary preparatory techniques. e) know the correct cooking techniques. f) select the correct equipment. g) know when the dish is cooked to a correct doneness.	Prépare a popular specialty meat and poultry dish according to recipe and customer's requirements.	



SPECIFIC PERFORMANCE OBJECTIVES for			UNIT NO.42 SOUPS AND SAUCES (ADVANCED)		CCDO No.
No.	TERMINAL OBJECTIVES : to be able to...	ENABLING OBJECTIVES : will be able to...	CRITERION minimum acceptable standard		
42.01	prepare special and cold soups.	a) know the menu item. b) know the ingredients necessary. c) carry out the preparatory techniques. d) select the correct equipment. e) know the correct cooking techniques. f) know the correct texture. g) know the correct presentation for service methods.	Cook and make ready for service special and cold soups according to recipe and customer's specifications.		
42.02	prepare cold sauces.	a) know the menu item. b) know the ingredients necessary. c) carry out the preparatory techniques. d) select the correct equipment. e) know the correct cooking techniques. f) know the correct amount of doneness. g) know the correct presentation for service methods.	Cook and make ready for service cold sauces according to recipe and customer's specifications.		

SPECIFIC PERFORMANCE OBJECTIVES for:			CCDO No.
No.	TERMINAL OBJECTIVES : to be able to ...	ENABLING OBJECTIVES : will be able to ...	CRITERION minimum acceptable standard
42.03	make secondary sauces including sweet and sour.	a) know the menu item. b) know the correct sauce for each menu item. c) know the ingredients for each menu item. d) know the correct equipment and tools to make each item. e) carry out the correct preparatory techniques (and where applicable cooking) f) know the correct method of service.	Select and make ready for service the correct sauce according to recipe, menu requirements and customer's requirement.

SPECIFIC PERFORMANCE OBJECTIVES for:			CCDO No.	
			UNIT NO. 43 ADVANCED DESSERTS	
No.	TERMINAL OBJECTIVES : to be able to...	ENABLING OBJECTIVES : will be able to...	CRITERION minimum acceptable standard	
43.01	make dessert sauces.	a) know the menu item. b) know the ingredients necessary. c) carry out the preparatory techniques. d) select the correct equipment. e) know the correct cooking techniques. f) know the correct texture. g) know the correct presentation for service methods.	Cook (where applicable) and make ready for service sweet sauces according to recipe and customer's specifications.	
43.02	make advanced popular desserts.	a) know the menu item. b) know the ingredients necessary. c) carry out the preparatory techniques. d) select the correct equipment. e) know the correct cooking techniques. f) know the correct texture. g) know the correct presentation for service methods.	Cook (where applicable) and make ready for service advanced desserts according to recipe and customer's specifications.	

SPECIFIC PERFORMANCE OBJECTIVES for:			UNIT NO. 44 STOCK CONTROL RECEIVING & ISSUING		CCDO No.
No.	TERMINAL OBJECTIVES : to be able to...	ENABLING OBJECTIVES : will be able to...	CRITERION minimum acceptable standard		
44.01	inspect incoming goods.	<ul style="list-style-type: none"> <li>a) understand the necessity to inspect goods.</li> <li>b) read purchase requisition.</li> <li>c) follow purchase specifications.</li> <li>d) enforce systematic regulation of incoming and outgoing goods.</li> <li>e) check goods for required quality and quantity.</li> <li>f) understand the significance of signing supplier's invoice.</li> </ul>	Check incoming goods to assure correct quality and quantity.		
44.02	store goods correctly.	<ul style="list-style-type: none"> <li>a) know the different types of storage.</li> <li>b) know the type of storage required by each item.</li> <li>c) know the correct temperature for each storage area.</li> <li>d) know correct maintenance of each storage area.</li> <li>e) know the minimum facilities required in each storage area.</li> <li>f) recognize the correct placement of foods to avoid spoilage.</li> </ul>	Store goods in the correct temperature and in the correct manner to avoid spoilage.		

SPECIFIC PERFORMANCE OBJECTIVES for:				CCDO No.
No.	TERMINAL OBJECTIVES : to be able to ...	ENABLING OBJECTIVES : will be able to ...	CRITERION minimum acceptable standard	
44.03	rotate stock.	<ul style="list-style-type: none"> <li>a) know the date of entry each item of goods.</li> <li>b) know storage life of each item.</li> <li>c) organize the storage area so that old stock used before new.</li> </ul>	Rotate stocks to avoid loss through depreciation.	
44.04	keep stock records.	<ul style="list-style-type: none"> <li>a) record all incoming inventory for each item.</li> <li>b) record all outgoing inventory for each item.</li> <li>c) record all current market prices.</li> <li>d) record source of each purchase.</li> <li>e) record destination of all issues.</li> <li>f) keep stock cards up to date.</li> </ul>	Keep accurate up to date records of stock situation.	

SPECIFIC PERFORMANCE OBJECTIVES for:				CCDO No.
No.	TERMINAL OBJECTIVES : to be able to...	ENABLING OBJECTIVES : will be able to...	CRITERION minimum acceptable standard	
44.05	turnover stock.	<ul style="list-style-type: none"> <li>a) know stock at all times.</li> <li>b) advise menu maker of any item not moving.</li> <li>c) advise purchasing agent of stock requirements and stock movement.</li> <li>d) adjust stock to economical levels at all times.</li> <li>e) avoid loss and/or spoilage.</li> </ul>	Maintain stocks at high quality and economical level.	
44.06	secure stock.	<ul style="list-style-type: none"> <li>a) maintain goods flow control.</li> <li>b) eliminate unauthorized entry.</li> <li>c) maintain proper locking and surveillance facilities.</li> </ul>	Secure storage to eliminate pilferage.	



SPECIFIC PERFORMANCE OBJECTIVES for			UNIT NO. 45 FOOD COSTING	CCDO No.
No.	TERMINAL OBJECTIVES : to be able to ...	ENABLING OBJECTIVES : will be able to ...	CRITERION minimum acceptable standard	
45.01	control food costs through standard yields and portions.	<ul style="list-style-type: none"><li>a) purchase food and know when cooked the resulting yield and loss through shrinkage.</li><li>b) know the shrinkage through other chemical change and the resulting loss.</li><li>c) maintain required cost through predetermined portion sizes.</li><li>d) control and correct excessive shrinkage.</li><li>e) institute recipes.</li><li>f) institute specifications.</li><li>g) eliminate waste.</li></ul>	Be able to control food costs through standard yields and standard portions.	

SPECIFIC PERFORMANCE OBJECTIVES for			UNIT NO. 46 FOOD PURCHASING		CCDO No.
No.	TERMINAL OBJECTIVES : to be able to ...	ENABLING OBJECTIVES : will be able to ...	CRITERION minimum acceptable standard		
46.01	select food.	<ul style="list-style-type: none"> <li>a) identify characteristics of various food products used in a kitchen.</li> <li>b) select different classifications, grades and cuts, where applicable, of food.</li> <li>c) detect deteriorated or sub-standard food.</li> </ul>	<ul style="list-style-type: none"> <li>a) Identify all food products used in a kitchen.</li> <li>b) Select correct grade and cut, where applicable.</li> <li>c) Recognize deteriorated or sub-standard food.</li> </ul>		
46.02	determine food specifications.	<ul style="list-style-type: none"> <li>a) know the methods of calculating quantities from menu, storage and other kitchen requirements.</li> <li>b) calculate yields.</li> <li>c) set standard specification for different food items.</li> <li>d) know the storage life of various food items under different conditions.</li> </ul>	<p>Be able to specify the following:</p> <ul style="list-style-type: none"> <li>a) quantity</li> <li>b) quality</li> <li>c) grade</li> <li>d) item characteristics (fresh, frozen, canned, halves, sugar or no sugar)</li> </ul> <p>Be able to decide on the quantity to be purchased based on the storage life and storing facilities.</p>		

SPECIFIC PERFORMANCE OBJECTIVES for:				CCDO No.
No.	TERMINAL OBJECTIVES : to be able to ...	ENABLING OBJECTIVES : will be able to ...	CRITERION minimum acceptable standard	
46.03	evaluate the market.	a) establish a market analysis to establish most economical purchasing procedure. b) ascertain the feasibility of using alternative products.	Be able to ascertain market trends in relation to different suppliers by evaluating cost factor with respect to: <ul style="list-style-type: none"> <li>a) availability</li> <li>b) seasons</li> <li>c) grades and packs</li> <li>d) alternative items</li> </ul>	
46.04	place orders.	a) establish a procedure for placing orders. b) systemize handling of purchasing documents. c) systemize delivery methods and cost calculation.	Be able to: <ul style="list-style-type: none"> <li>a) write purchase orders</li> <li>b) state delivery time and method of delivery</li> <li>c) establish delivery charge, if any</li> </ul>	

EXAMINATIONS

# **COOK** **TRADE**

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**PART V**

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**Spec. 415A**



## EXAMINATIONS

Initial development of this examination was completed by the Province of Alberta and validated across Canada to become the approved interprovincial examination for this trade. Ontario participated in the validation process with the assistance of representatives of the trade and forwarded suggested amendments to Alberta in September 1975.



## EXAMINATION GUIDELINES

The Examination Development Section of the Program Resources Branch endeavours to provide information to other interested groups in areas in which we have acquired some competence. Consequently, we are pleased to distribute these Guidelines.

We invite you to make suggestions for improvement.

### A. INTRODUCTION

#### 1. What is an examination?

An examination is a systematic, standard procedure for assessing competence. It is so designed that only the competent pass it.

#### 2. Provincial Standards

The Program Resources Branch establishes provincial standards. These specify a minimally acceptable level of competence which all those working successfully in a trade or occupation have acquired. It means that examination items must state problems which are relevant to all areas of Ontario where the trade or occupation is practised.

### B. A GOOD EXAMINATION

A good examination should be constructed from the candidate's point of view. Each item should focus the candidate's attention on a fact or set of facts and clearly state a single problem without giving away the answer. The essential characteristics of a good examination are validity, reliability, comprehensiveness, objectivity, discrimination, and usability. They overlap to some degree.

#### 1. Validity

- each item measures the application of knowledge and skills related to job performance
- mere academic knowledge is not tested
- each item probes what is done generally, not what should be done
- language comprehension is not usually tested, but achievement of work skills is

## 2. Reliability

- a reliable examination should give the same score to the same candidate on two successive occasions if learning or forgetting do not intervene
- each item must measure achievement accurately and consistently
- the fewer the chances of guessing the correct answers, the more reliable the item will be
- no items should sample competence in areas which may quickly become obsolete because of changed job functions
- the more specific and clear the items are, the more reliable they will be

## 3. Comprehensiveness

An examination must cover all areas and prescribed objectives. All problems included in an examination must be valid and important.

## 4. Objectivity

- the personal opinion of the person marking the examination should not affect the mark
- different markers should produce the same mark for the same examination

## 5. Discrimination

An examination must be so constructed that the competent will pass it and the incompetent will fail it.

## 6. Usability

The examination should be easy to take, to administer and to score.



B I B L I O G R A P H Y

# **COOK** **TRADE**

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## **PART VI**

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Spec. 415A



## COOK

### LIST OF RECOMMENDED REFERENCES

The material listed below is intended as a basic list only for both the in-school and on-the-job training and does not preclude the use of additional material.

<u>TITLE</u>	<u>AUTHOR</u>	<u>PUBLISHER</u>
Bakers Manual	Amendola	General Publishing
Canadian Restaurant Association Sanitation Code	Canadian Restaurant	Canadian Restaurant Association
Hering Dictionary of Classical & Modern Cookery	Hering	
Management Training Films	Educational Film Distributors Ltd.	Educational Film Distributors Ltd.
Ontario Diet Manual	Ontario Diet Association	Ontario Hospital Association
Practical Cookery	Ceserani & Kinton	MacMillan
Profitable Food & Beverage Operation	Brodner, Maschal & Carlson	General Publishing
Theory of Catering	Ceserani & Kinton	MacMillan









